

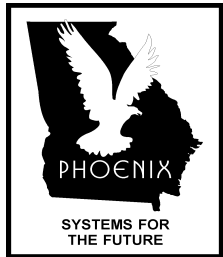
State of Georgia

Phoenix Program

Implementing Georgia's New Millennium Human Resource
and Financial Solutions

General Ledger

Repr 04/03



Phoenix End-User Training

INTRODUCTION TO GENERAL LEDGER

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER
APRIL 2003

Financials – General Ledger



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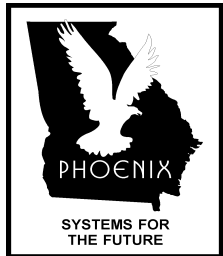
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Section 2 Entering Journals
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Phoenix – End User Training

SECTION 1:

FUNDAMENTALS OF GENERAL LEDGER

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER
APRIL 2003

Fundamentals of General Ledger



Ledger.

Welcome to the Fundamentals section of General Ledger! This section contains the tools needed to learn the concepts and procedures involved in an overview of General

Goal To acquire the skills and knowledge necessary to discuss and apply the fundamental concepts of Phoenix General Ledger.

Participant Objectives At the end of this section you will have an understanding of:

- The role of the General Ledger in an accounting system.
- The concept of Ledger Groups.
- The concept of Ledgers.
- The concept and function of trees.
- The concept and role of accounting identifiers (Chartfields) in an accounting system.

Outline

Fundamentals

- A. Introduction
- B. Business Process
- C. Concepts
- D. Exercises
- E. Summary and Review

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A. Introduction

Activity  LECTURE	Materials  GUIDE
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Step 1	<p>Goal: To understand how information is stored in the General Ledger and acquire the knowledge of how the accounting structure (ChartFields) creates the detailed financial activity.</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Discuss the function of the General Ledger 2. Discuss the concept of Ledger Groups 3. Discuss the concepts of Ledgers 4. Discuss the concept and function of trees 5. Discuss the concept of accounting identifiers (Chartfields) in an accounting system.
---------------	--

Step 2	<p>Materials:</p> <p>Participant Guide</p>
Expected Results:	<p>The materials are introduced.</p>

B. Business Process

Activity  LECTURE	Materials  GUIDE
Step 1	<p>Discuss the relevant business processes:</p> <p>Business Processes can be found on the web using the following path:</p> <p>http://phoenix.gagta.com/</p> <p>Financials/GL/Business Processes</p> <p>GL-046 Creating a Detail Ledger</p> <p>GL-047 Creating a Detail Ledger Group</p>
Expected Results:	<p>The business processes are identified and understood.</p>

C. Concepts

Activity	Materials
 LECTURE	 GUIDE

Step 1	<p>The main underlying concepts for this module are listed below:</p> <p>General Ledger, Understanding Ledgers and Ledger Groups, Understanding ChartFields, Understanding Function of Trees, Understanding</p>
Expected Results:	An understanding of the main concepts involved in PeopleSoft General Ledger

Concepts (continued)

Step 2	<p>Read and discuss the following brief introductions for the main concepts:</p> <p>General Ledger- compiles summarized account information from the subsidiary modules (Purchasing, Accounts Payable, Accounts Receivable, Asset Management, and Labor Distribution) and off-line systems. It provides for an integrated financial system and accounting structure through the setup and maintenance of control tables. These control tables define various functions and accounting identifiers within the system. They may be shared by multiple business units or maintained, uniquely, by business unit.</p> <p>The General Ledger module provides:</p> <ul style="list-style-type: none"> • The ability for users to enter manual journals; • The ability for users to copy, reverse and/or delete journals; • The ability for users to request ad-hoc reports and queries; • System-generated and maintained editing, budget checking, and journal posting processes; and • Automatic daily activity reports and month-end close reports. <p>Ledgers -Stores the net activity by chartfield combination for an accounting period. Ledgers are categorized into groups and are further broken down into ledgers within account groups.</p> <p>Ledger Groups – ACTUALS, GFAAG and GLTDAG.</p> <ul style="list-style-type: none"> • Ledgers – ACTUALS, GAAPACUTALS ,FEDSACTUALS, GFFAG, and GLTDAG. <p>Chartfields – A string of values that define the structure of the accounting system. These values in the Phoenix accounting system are: Business Unit, Fund, Organization, Budget Year, Subclass, Account, Program and Project/Grant.</p> <p>Reporting Trees - Tree diagrams are used to organize and maintain ChartFields. Trees provide a hierarchical structure that allows the user to drill down or roll up to the appropriate level of detail. They allow the user to visually establish and change the rules for summarizing detail elements. Each tree defines the summarization rules and reporting structure for a ChartField.</p>
Expected Results:	An understanding of concepts

D. Exercises

Activity	Materials
	 

	<p>Exercise 1 - Review the concept of ChartFields</p> <p>Exercise 2 - Review the concept of ledgers and ledger groups</p> <p>Exercise 3 - Review the concept and function of trees</p>
--	---

Exercise 1 – Review the Concept of ChartFields

Scenario: In this exercise, you will learn what ChartFields are and their role in maintaining accounting records.

Understanding ChartFields

Chartfields are data fields used to classify accounting transactions created in the subsystems or entered directly into general ledger. Chartfield values may be maintained at the Business Unit level (Organizations, Programs, and Project/Grant). This function provides flexibility for each Business Unit to have its own information defined by identifiers that make sense for the way that business unit conducts its operations and structures its financial reporting. These chartfields are added or updated by the Business Unit at their discretion. Chartfields may also be maintained on a Statewide level and shared by all Businesses as is the case with the Account. The statewide list of accounts is controlled by the Department of Audits. Note changes to this list (additions, deactivations or reactivations) will be made with Audit approval.

Exercise 1 (continued)

Chart

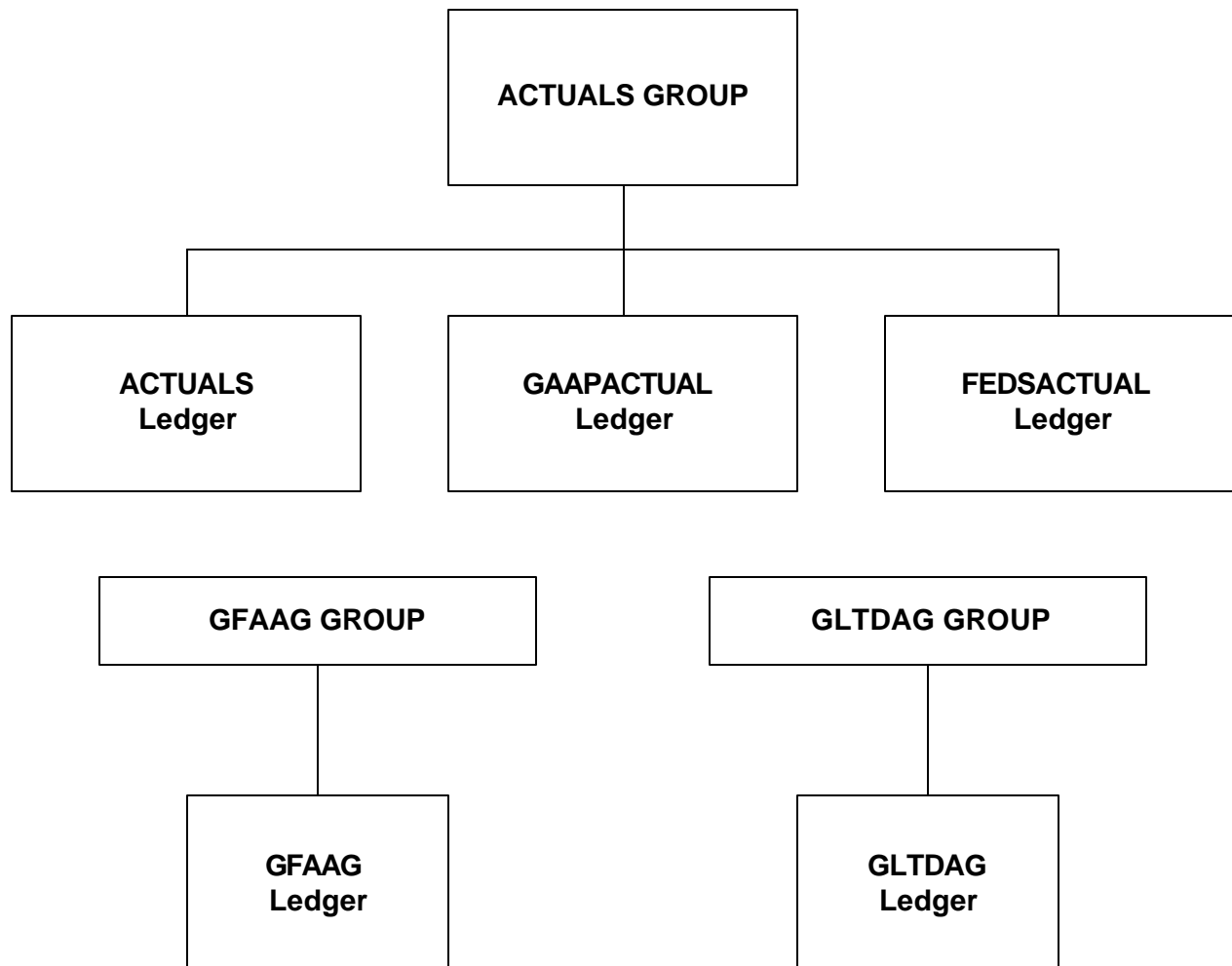
Phoenix ChartFields	Size	Agency or FSS (Financial Systems Solutions) Maintained	Comments
Business Unit	5	FSS	Agency (BU) with two zeros
Fund	5	FSS	Used to identify GAAP fund and State appropriation code
Organization (DeptID)	10	Agency adds value / FSS adds to trees	First three positions are BU. Used to separate divisions or cost centers
Budget Year	4	FSS	
Subclass (Expense Only)	5	FSS	Budget Expense Line Item
Account	6	FSS	Statewide Account List
Program	5	Agency adds value / FSS adds to trees	Same as Fund source
Project/Grant	15	Agency adds value / FSS adds to trees	
Fiscal Year	4	FSS	

Exercise completed.

Exercise 2 – Review the Concept of Ledgers and Ledger Groups

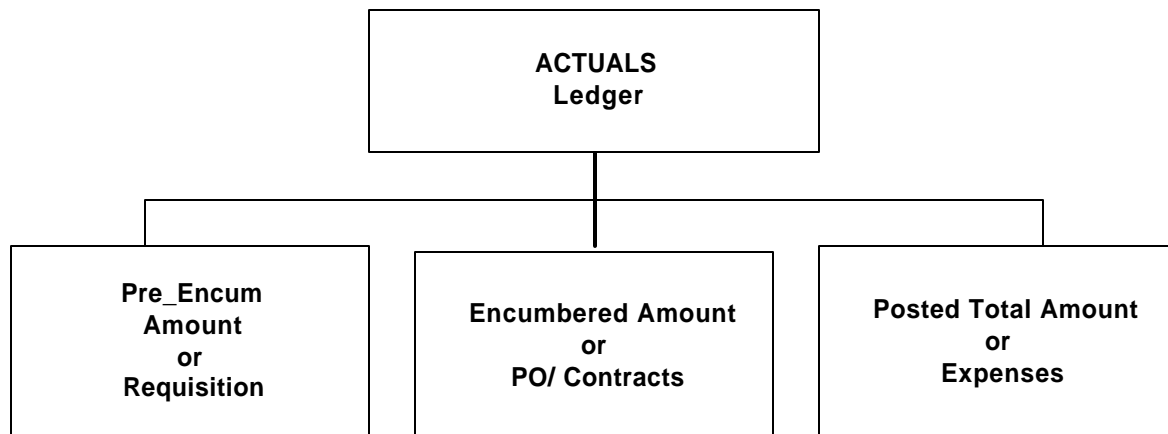
Scenario: In this exercise, you will learn about the different ledger groups where financial data entries are recorded.

There are many ledger groups but most apply to budget control. The three that record financial data entry are the **ACTUALS**, **GFAAG**, and **GLTDAG**. The ACTUALS ledger group has three ledgers within ACTUALS: The ACTUALS Ledger, GAAPACTUAL Ledger and a few agencies that also have a FEDACTUALS Ledger. The GFAAG and GLTDAG groups each have only one ledger that has the same name as the ledger group.



Exercise 2 (continued)

Within each of these ledgers are three amount fields, **Pre_Encum** (requisitions), **Encumbered** (purchase orders/contracts) and **Posted Total** (expenses). The encumbered and posted totals are included on the trial balance, but the pre_encum is **not**.



Surplus is only calculated on the ACTUALS Ledger. Surplus is not calculated on FEDSACTUAL Ledger

Exercise completed.

Exercise 3 – Review the Concept and Function of Trees

Scenario: In this exercise, you will learn about the concept and function of trees. Trees are used within Phoenix to define structure and hierarchy within ChartField values. They are also used within Phoenix as a means of graphically representing summarization levels of information.

The first level of the tree has been defined as ALL. The second, third, etc. Level names vary depending on the tree. Some reports are programmed to pull from predefined levels while others may prompt you for a level. The Program Summary Trail Balance would pull from the PROG_1 level of the RPT_PROGRAM tree.

Custom G/L Reports - Reports - Trial Balance Reporting

File Edit View Go Favorites Reports Help

Trial Balance

Operator ID: FNTRN40
Run Control ID: COPYJV

Business Unit: 46000 +
Ledge: ACTUALS +
Fiscal Year: 2001
Period From: 3 Period To: 3

Sum All Revenue and Expense Accounts Prior to Budget Year: (Optional)

Trial Balance Type

- ☐ Business Unit/Account
- ☐ Program Detail
- ☒ Program Summary
- ☐ Fund Detail
- ☐ Fund Summary
- ☐ Fund Detail/Program
- ☐ Fund Summary/Program

Trial Balance Update/Display

Exercise 3 (continued)

Example

```

Setid:  44000  TreeName:  RPT_PROGRAM  EffDt:    01/01/1900  Date:    08-SEP-
2000_04:37:15_
PM
1       2       3       4       5       6       7       8       9       10

Levels
  1.  ALL
  2.  PROG_1
  3.  PROG_2

      Nodes
ALL          All Programs
.....01          STATE BASE FUND
.....0102        YEAR 2000 PROJECT FUNDS
.....05          GOVERNOR'S EMERGENCY FUND
.....069R        P/R WITHHOLDINGS SUMMARY
      .....06999  P/R WITHHOLDINGS FS
.....10          USDOL ED ASST ADM-VA TL 38
      .....10092  USDOL ED ASST ADM VA TL 38
      .....10093  USDOL ED ASST ADM VA TL 38
      .....10094  USDOL ED ASST ADM VA TL 38
      .....10095  USDOL ED ASST AM VA TL 38
      .....10096  USDOL ED ASST ADM VA TL 38
      .....10097  USDOL EDUCATION ASSITANCE A
      .....10098  USDOL ED ASST ADM VA TL 38
      .....10099  USDOL ED ASST ADM VA TL 38
      .....10200  USDOL ED ASST ADM VA TL 38
.....20          HM/NURS-MLDG VA TL 38
.....2001        HM&NUR-MLDG-NURS CARE
.....2002        HM&NUR-MLDG-DOMI.CARE
.....30          NRS HM CARE-AUG-VA 38
      42          DONATIONS

```


Exercise 3 (continued)

The RPT_PROJECT tree below is used by the Total Obligations by Project report series. The **First Level Projects** uses the PROJ_1 level, the **Second Level Projects** uses level PROJ_2 and the **Third Level Projects** uses level PROJ_3. The **All Detail Projects** does not use this tree.

Total Obligations by Project

Custom G/L Reports - Reports - Total Obligations by Project

File Edit View Go Favorites Reports Help

Total Obligations by Project

Operator ID: FNTRN40
Run Control ID: COPYJV

Business Unit: 46000
Ledger: FEDSACTUAL
Budget Year:
Fiscal Year: 2001
Period Option: System to Date
InfoPac Report ID: GL4600498
Period From: 0 To: 4
Report Type: Proj/Acct

Report Detail Options

☐ All Detail Projects
☒ First Level Projects
☐ Second Level Projects
☐ Third Level Projects
☐ Org Detail

Total Obligations by Project Update/Display

```
Setid: 48800 TreeName: RPT_PROJECT EffDt: 01/01/1900 Date: 11-SEP-
2000_08:44:07_
AM
1      2      3      4      5      6      7      8      9      10

Levels
  1. ALL
  2. PROJ_1
  3. PROJ_2
  4. PROJ_3

Nodes
ALL
.....01      All Projects
.....01001    STATE BASE PROJECT
.....10      STATE BASE
.....20      USDOL. EDUC. ASSIST. ADMIN.(VA T
.....30      USDOL HOME & NURS FAC MILDGVL (V
.....488     USDOL.NURS.HOME CARE-AUGUSTA (VA
.....99      Trust Project
.....99      ERROR DEFAULT
.....99999   ERROR DEFAULT
```


Exercise 3 (continued)

The RPT_FUND tree below is used by the **Trial Balance Fund Summary** and **Fund Summary/Program Detail**. The Fund_1 is the level used.

Custom G/L Reports - Reports - Trial Balance Reporting

File Edit View Go Favorites Reports Help

Trial Balance

Operator ID: FNTRN40
Run Control ID: COPYJV

Business Unit: 46000
Ledge: ACTUALS
Fiscal Year: 2001
Period From: 4 Period To: 4

Sum All Revenue and Expense Accounts Prior to Budget Year: (Optional)

Trial Balance Type

☐ Business Unit/Account
☐ Program Detail
☐ Program Summary
☐ Fund Detail
☒ Fund Summary
☐ Fund Detail/Program
☐ Fund Summary/Program

Trial Balance Update/Display

```
Setid: 40100 TreeName: RPT_FUND EffDt: 01/01/1900 Date: 11-SEP-2000_08:50:09_AM
```

```
1      2      3      4      5      6      7      8      9      10

Levels
  1.  ALL
  2.  FUND_1
  3.  FUND_2

      Nodes
ALL      All Funds
.....1      General Fund
.....11     Special Revenue
.....4      Internal Service Fund
.....6      Agency
.....8      Nonexpendable Trust
.....9      Expendable Trust Fund
.....A      Appropriation A
      .....A1      Appropriation A-General Fund
      .....A4      Approp A-Internal Service Fun
      .....AA11     Georgia Net Authority
.....BA4     Risk Management Claims
```

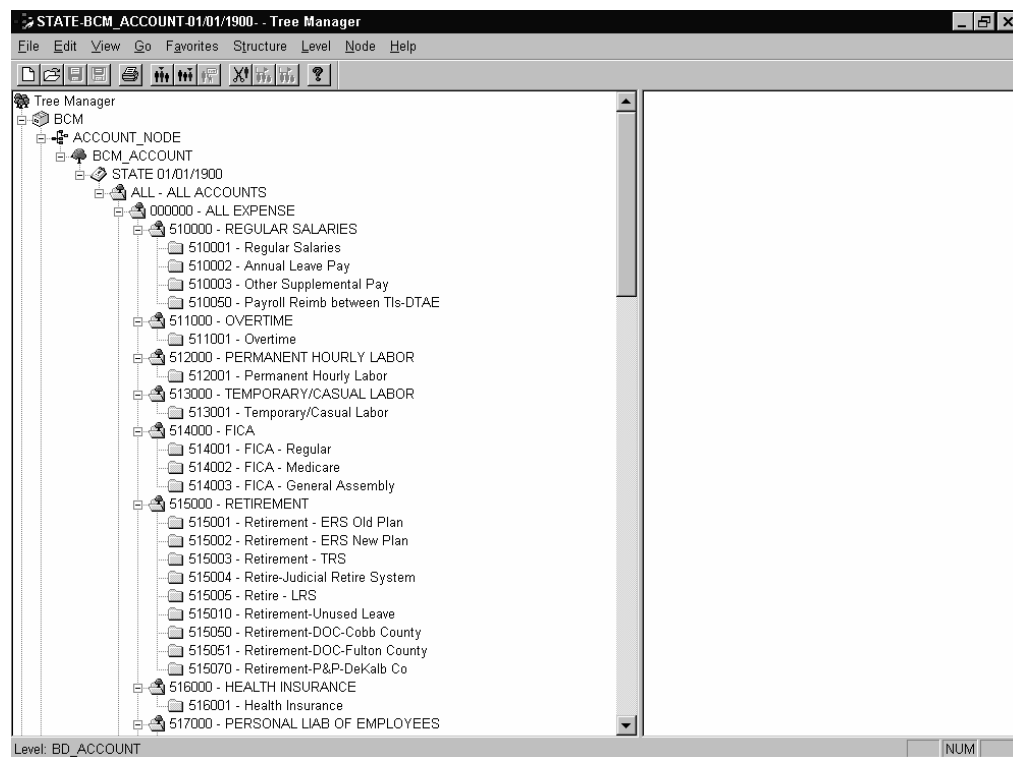
Exercise 3 (continued)

There is also an RPT_FUND_GAAP tree that will be used for consolidated reporting by the Audit Department. Notice it is arranged differently, to group by GAAP fund type.

Setid:	40100	TreeName:	RPT_FUND_GAAP	EffDt:	01/01/1900	Date:	11-SEP-2000_08:48:14_AM		
1	2	3	4	5	6	7	8	9	10
Levels									
1.	ALL								
2.	FUND_1								
3.	FUND_2								
Nodes									
ALL	All Funds								
.....1	General Fund								
.....A1	Appropriation A-General Fund								
.....R1	Revenue Collection								
.....11	Special Revenue								
.....AA11	Georgia Net Authority								
.....4	Internal Service Fund								
.....A4	Approp A-Internal Service Fun								
.....BA4	Risk Management Claims								
.....6	Agency								
.....8	Nonexpendable Trust								
.....9	Expendable Trust Fund								
.....	Expendable Trust Fund								




Exercise 3 (continued)

Review the graphical representation of the State of Georgia account tree.



Exercise completed.

E. Summary and Review

Activity  LECTURE	Materials <div style="display: inline-block; vertical-align: top; margin-right: 20px;">  GUIDE </div> <div style="display: inline-block; vertical-align: top;">  REVIEW </div>
---	--

Step 1	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. True or false: Each subsidiary module has its own General Ledger. _____ 2. Name the ledger(s) that make up the Actuals Ledger Group. _____ _____ _____ 3. True or False: The General Ledger shows detail transactions from the subsidiary modules. _____ 4. True or False: The Account, Project/Grant and Program are all Ledgers in the GFAAG Ledger Group. _____ 5. Trees provide a means of defining what within data? _____ _____ _____
Expected Results:	An understanding of the key concepts for working with journals and ledgers

Summary and Review (continued)

Step 2 (optional)	Participate in a review activity.
Expected Results:	Successful completion of the review activity

Step 3	Objectives: <ul style="list-style-type: none">• Understand the role of the General Ledger in an accounting system.• Understand the concept of Ledger Groups• Understand the concept of Ledgers• Understand the concept and function of trees.• Understand the role of accounting identifiers (Chartfields) in an accounting system.
Expected Results:	The objectives are discussed.

Fundamentals of General Ledger



Congratulations! You have just completed the Fundamentals section! This section contains the tools needed to learn all concepts and procedures involved in an overview of General Ledger.

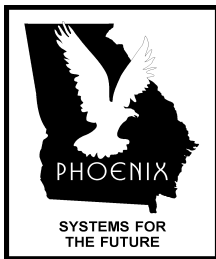
Goal

To acquire the skills and knowledge necessary to describe and apply the fundamental concepts of Phoenix General Ledger.

Participant Objectives

You should be able to:

- Understand the role of the General Ledger in an accounting system.
- Understand the concept of Ledger Groups.
- Understand the concept of Ledgers.
- Understand the concept and function of trees.
- Understand the concept and role of accounting identifiers (Chartfields) in an accounting system.



Phoenix – End User Training

SECTION 2:

ENTERING JOURNALS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER
APRIL 2003

Entering Journals



Welcome to the Entering Journals section! This section contains the tools needed to learn all the concepts and procedures involved in entering journals.

Goal To acquire the skills and knowledge necessary to perform all the procedures necessary for making journal entries in the General Ledger Module.

Participant Objectives At the end of this section you will be able to:

1. Define and understand the purpose of a journal entry.
2. Understand Journal Entry Panel Groups and use appropriately.
3. Understand Journal Entry Panels and data entry fields.
4. Identify the types and sources of Journal entries.

Outline **Entering Journals**

- A. Introduction
- B. Business Process
- C. Concepts
- D. Exercises
- E. Summary and Review

Section Contents



Entering Journals

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A. Introduction

Entering Journals

Activity	Materials
 LECTURE	 GUIDE

Goal: To acquire the skills and knowledge necessary to enter and generate journals in Phoenix General Ledger.

Objectives:

1. Define and understand the purpose of a journal entry.
2. Identify journal types and the originating source.
3. Understand Journal Entry Panel Groups and their relationship to Ledger Groups and Ledgers.
4. Understand the journal entry panels and data entry fields.
5. Enter a journal using the Journal Entry Base Currency.

Expected Results: The goals and objectives are introduced.



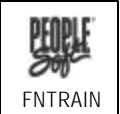
B. Business Processes

Step 1	<p>Discuss the relevant business processes.</p> <p>Business Process can be found on the web using the following path:</p> <p>http://phoenix.gagta.com/</p> <p>Financials/GL/Business Processes</p> <p>GL-005 Reversing Journal/Begin Next</p> <p>GL-009 FEDSACTUAL Reversing Journal Using Reversal Option of “On Date Specified”</p> <p>GL-010 Enter Journal using Statistical Account Code and Amount</p> <p>GL-018 Create FEDSACTUAL Non-reversing Journal</p> <p>GL-019 Reversing GAAPACTUAL Journal with Reversal Option of End Next</p> <p>GL-020 Create a GAAPACTUAL Non-reversing Journal</p> <p>GL-054 Journal Using SpeedTypes</p>
Expected Results:	The new business processes are identified and understood...

C. Concepts

Step 1	<p>Read and discuss the following main underlying concepts for journal entry:</p> <p>Journal Entry- the means by which transactions are posted to the General Ledger. Journal entries can update the General Ledger from various sources:</p> <ul style="list-style-type: none"> • Manual Entries - Journal entries that are entered directly into the General Ledger module. These entries bypass the subsidiary modules and should be taken into consideration when balancing to the respective modules. Manual journal entries will have a source of MAN. Journals interfaced to the General Ledger Module through the Excel Upload process are considered manual journals and will also have a source of MAN. The Trial Balance report will list each Journal ID for manual journals. • System Entries - Journal entries that update the General Ledger from the Subsidiary modules. Detail data from the modules is summarized and journal generated to the General Ledger. The journal ID is a system assigned number which begins with the module from which the detail data was entered. System generated journal entries will have a source reflective of the originating module (i e., AP for Accounts Payable journals; PO for Purchasing journals, etc). • Interfaced Entries - Journal entries that update the General Ledger from an outside Phoenix accounting systems. The journal entry is loaded into a specifically designed interface programmed to update the Phoenix General Ledger. Journal entries that update the General Ledger through an interface will have a source of INT on the Trial Balance. <p>Journal Entry Panel Groups</p> <p>Journal Entry: Journals entered under this method will update only the Ledger specified by the user.</p> <p>Journal Entry Base Currency: Journals entered under this panel group will update all ledgers in the ledger group. If the Actuals Ledger group is selected, the Auto-Gen box will be checked and you will not be allowed to select a ledger. The data will update all ledgers established for the Business Unit.</p> <p>Once a Journal Entry Panel Group is selected, you are ready to begin detailed journal entry. This process begins with assigning a Journal ID and Journal Date. These two keys are the unique identifying fields on the journal.</p>
Expected Results:	<p>An understanding of the underlying concepts of Journals.</p>

D. Exercises


Activity	Materials
	 
	<p>Exercise 1 - Creating a Journal Entry (Base Currency Panel Group)</p> <p>Exercise 2 - Creating a reversing journal</p> <p>Exercise 3 - Creating and maintaining SpeedTypes</p> <p>Exercise 4 - Creating a journal using SpeedTypes</p>

Exercise 1 – Creating a Journal Entry (Base Currency Panel Group)

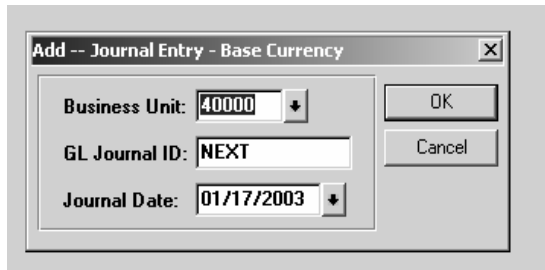
Scenario: In this exercise, we create a journal entry in the base currency panel group. We will navigate thru and discuss the journal entry panels and data fields. Also, you will learn alternate navigation and data entry tips.

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go ➔ Process Financial Information ➔ Process Journals
Expected Results:	The Process Journal window displays.

Step 3	<p>Use ➔ Journal Entry – Base Currency ➔ Journal Entry Header ➔ Add</p> <p>When navigating to the Journal Entry panel, you will have two action options:</p>  <p>The <u>A</u>dd action option enables you to add a new journal. This action will insert new rows of information into the database. Click the <u>A</u>dd option. A dialog box will be displayed.</p>
Expected Results:	The Journal Entry Header panel displays.

Exercise 1 (continued)

Step 4	<p>Read and discuss the fields required to begin the initial journal entry process.</p> <p>Once a Journal Entry Panel Group is selected, you are ready to begin detailed journal entry. This process begins with assigning a Journal ID and Journal Date. These two keys are the unique identifying fields on the journal. This identifying information will be entered in the dialog box displayed at the beginning of the journal entry process.</p> <div></div> <p>Business Unit: Enter your entity’s five character number here (agency number and two zeroes). The down arrow beside the Business Unit will display a list of valid Business Units.</p> <p>GL Journal ID: This value will default to “NEXT”. If “NEXT” is left here the system will assign the next available journal number statewide. It is recommended that you formulate an internal numbering system that will be meaningful to you. Overlay “NEXT” with your agency defined Journal ID number.</p> <p>Journal Date: This value will default to current date. This date signifies the accounting period. The journal will post to the period corresponding to the date. The down arrow beside the Journal Date will display a calendar so that you can select a date for your journal.</p> <p>When entering a journal all three fields are required. The combination of the journal ID and date is the key which makes each journal unique. Therefore, you can have the same journal ID multiple times as long as the dates are different. This is true throughout General Ledger. For example, of the three journals listed below only journals 1 and 2 would successfully post in General Ledger. Journal three would error as a duplicate.</p> <p>The Journal ID and Date must be unique in order for the Journal to update the General Ledger.</p> <table><tr><td>1.</td><td>420JV1</td><td>10/01/2001</td><td><i>Correct</i></td></tr><tr><td>2.</td><td>420JV1</td><td>10/21/2001</td><td><i>Correct</i></td></tr><tr><td>3.</td><td>420JV1</td><td>10/01/2001</td><td><i>Incorrect</i></td></tr></table>	1.	420JV1	10/01/2001	<i>Correct</i>	2.	420JV1	10/21/2001	<i>Correct</i>	3.	420JV1	10/01/2001	<i>Incorrect</i>
1.	420JV1	10/01/2001	<i>Correct</i>										
2.	420JV1	10/21/2001	<i>Correct</i>										
3.	420JV1	10/01/2001	<i>Incorrect</i>										
Expected Results:	Understanding of Journal ID and Journal date												

Exercise 1 (continued)

Step 5	Enter the following: Business Unit: 42000 Journal ID: TRN04XX (XX is the number you are assigned) Journal Date: Current Date Click: OK
Expected Results:	Journal ID and Date assigned.

Exercise 1 (continued)

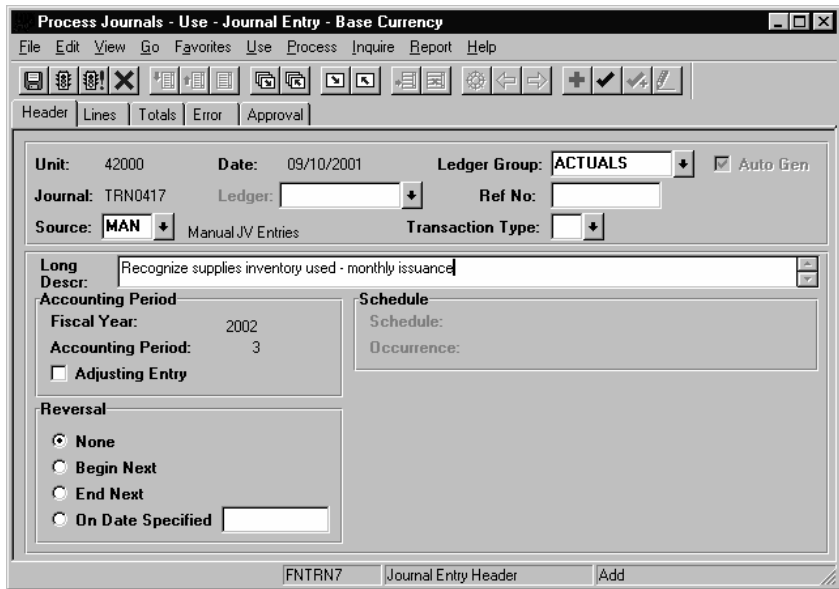
<p>Step 6</p>	<p>Read and discuss the fields required on the Header Panel.</p> <p>The header contains the information that uniquely identifies the journal. It also contains options for creating adjusting and reversing entries.</p> <p>Business Unit, Journal ID and Journal Date: These values were assigned on the previous panel and will default to the header panel. These fields identify the journal. Once these field values have been assigned and saved, they cannot be changed.</p> <p>Source: The source identifies the origin or entity responsible for the journal entries. A source can be a person, a group of people, or another system, such as, the Accounts Payable, Accounts Receivable, or Labor Modules. The available options can be selected from the drop-down list. Journals that you enter directly into the General Ledger Module will have a source of “MAN” – indicating a manual journal entered online.</p> <p>Ledger Group: There are three ledger groups: ACTUALS, GFAAG and GLTDAG. For most journal entries the ACTUALS ledger group will be used. Posting journals to the GFAAG and GLTDAG will be discussed in Advanced General Ledger Training.</p> <p>Auto-Gen: Auto-Gen box will be automatically checked when the ACTUALS ledger group is selected. It will be grayed out to prevent the user from unchecking. There are three ledgers in the ACTUALS LEDGER GROUP--ACTUALS, GAAPACTUALS and FEDSACTUALS. When the Auto-Gen checkbox is turned on, manual and interfaced entries will update all three ledgers.</p> <p>Reference No: This field will reference each journal to a document, person, invoice, date or any other piece of information that will be helpful to you when you need to track the source of the transaction.</p> <p>Transaction Type: This field is usually left blank. It can be used to create encumbrance and pre-encumbrance transactions directly in General Ledger.</p> <p>Long Descr: This field allows for the entry of a brief description for the purpose of the journal.</p>
<p>Expected Results:</p>	<p>An understanding of the Journal Header panel</p>

Exercise 1 (continued)

Step 6 (cont.)	<p>Accounting Period: The Fiscal Year and the Accounting Period is derived from the information entered in the Journal Date field on the “Add—Journal Entry” dialog box. The Adjusting Entry box will be used at fiscal year end after the June month end close. If this box is checked, the Accounting Period will default to “998”.</p> <p>Reversal: This option is used to identify journals that you want to be automatically reversed. The system will generate a reversing entry at the time this entry is posted. To choose the date of the reversing entry, select the appropriate Reversal option.</p> <div data-bbox="381 716 812 917"> <p>The screenshot shows a window titled "Reversal" with four radio button options. The "None" option is selected. The "On Date Specified" option has a text input field next to it.</p> </div> <table border="0"> <tbody> <tr> <td>None</td><td>Assumes no automatic reversal entry. This is the default.</td></tr> <tr> <td>Begin Next</td><td>Creates a reversing entry dated the first day of the accounting period.</td></tr> <tr> <td>End Next</td><td>Creates a reversing entry dated the last day of the accounting period.</td></tr> <tr> <td>On Date Specified</td><td>Allows the user to enter a specific date for the reversing entry.</td></tr> </tbody> </table>	None	Assumes no automatic reversal entry. This is the default.	Begin Next	Creates a reversing entry dated the first day of the accounting period.	End Next	Creates a reversing entry dated the last day of the accounting period.	On Date Specified	Allows the user to enter a specific date for the reversing entry.
None	Assumes no automatic reversal entry. This is the default.								
Begin Next	Creates a reversing entry dated the first day of the accounting period.								
End Next	Creates a reversing entry dated the last day of the accounting period.								
On Date Specified	Allows the user to enter a specific date for the reversing entry.								
Expected Results:	An understanding of the Journal Header panel								





Exercise 1 (continued)

Step 7	<p>Enter the following:</p> <p>Ledger Group: ACTUALS</p> <p>Journal Source: MAN</p> <p>Reference Number: N/A</p> <p>Transaction Type: N/A</p> <p>Description: Recognize supplies inventory used – monthly issuance</p> <p>Reversal: (none)</p>
Expected Results:	The Journal Header panel displays.

Step 8	<p>Compare your Journal Header panel with the one shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult the Instructor.

Step 9	Click the Journal Lines panel tab Lines .
Expected Results:	The Lines panel displays.

Exercise 1 (continued)

<p>Step 10</p>	<p>Journal Entry Lines Panel</p> <p>The Journal Entry Lines Panel is used to record the transactions making up the journal—the debit and credit entries. The journal lines are entered and saved. Editing and posting are done later in batch processing.</p> <p>The first section contains the Journal Header information, which defaults from the Header panel. No changes can be made to this section.</p> <p>The second section displays icons, which allows for the initiation of certain processes from the Journal Entry Lines panel. When the panel is first displayed, these icons will be grayed out. Once the journal lines have been entered and the journal is saved, the icons that the users are allowed to use will become available. These icons that can be used during the Journal Entry stage are discussed below.</p> <p>Description of Icons Available to Users When Entering A Journal</p>  <p>Print Copy Delete Foreign Journal</p> <p> The Print Foreign Journal icon allows the user to print the journal. When the icon is clicked, the journal will be down loaded to a crystal report. This report can be printed at the user's local printer.</p> <p> The Copy icon allows you to copy the transactions entered on one journal to a new journal. The copy process can be used to correct header and line information. When the icon is clicked, you will be prompted to enter the new header information. You will also be given the option of reversing the sign. On the new journal you may change or correct ChartField values or money amount.</p> <p> The Delete icon allows you to delete a journal not posted. You cannot delete a journal if any part of it has passed budget checking.</p>
<p>Expected</p>	<p>An understanding of Journal entry Lines panel.</p>

Step 10**Journal Entry Lines Panel**

The **Journal Entry Lines Panel** is used to record the transactions making up the journal—the debit and credit entries. The journal lines are entered and saved. Editing and posting are done later in batch processing.

The first section contains the Journal Header information, which defaults from the Header panel. No changes can be made to this section.

The second section displays icons, which allows for the initiation of certain processes from the Journal Entry Lines panel. When the panel is first displayed, these icons will be grayed out. Once the journal lines have been entered and the journal is saved, the icons that the users are allowed to use will become available. These icons that can be used during the Journal Entry stage are discussed below.

Description of Icons Available to Users When Entering A Journal



Print Copy Delete
Foreign
Journal



The **Print Foreign Journal** icon allows the user to print the journal. When the icon is clicked, the journal will be down loaded to a crystal report. This report can be printed at the user's local printer.



The **Copy** icon allows you to copy the transactions entered on one journal to a new journal. The copy process can be used to correct header and line information. When the icon is clicked, you will be prompted to enter the new header information. You will also be given the option of reversing the sign. On the new journal you may change or correct ChartField values or money amount.



The **Delete** icon allows you to delete a journal not posted. **You cannot delete a journal if any part of it has passed budget checking.**

Results:

Exercise 1 (continued)

Step 11

Journal Lines Fields

Line 1

Line #	Ledger	Unit	Account	Fund	Org	Program	Sub-Cls	BY	Prj/Grt	Affl	N/R
--------	--------	------	---------	------	-----	---------	---------	----	---------	------	-----

Line #	This field represents the number for the line being entered. Even though the Journal Entry Lines panel only displays two (2) journal lines, you can enter numerous journal lines on each journal.										
Ledger	The Ledger to which the transaction will post. This is defaulted based on the information on the Header.										
Unit	The Business Unit for the entry is entered in this field. This field will default to the value entered on the header panel.										
Account Fund Organization Program Sub-Cls Budget Year Project/Grant	Chartfield values populates these fields. You may enter the appropriate value in the field or with your cursor in the field, double click to display a list of available values to select. You can also display the list of values by using the SHIFT F4 key.										
Affiliate	Not used										
N/R	<p>This field is grayed out on the Journal Entry Line panel because the value cannot be changed.</p> <p>N This is the default. Normal sign of the monetary amount of this transaction.</p> <p>R Reverse sign of the monetary amount of the transaction. R will appear for accrual reversals and unposted journals.</p>										

Expected Results:

An understanding of Journal entry Lines panel.

Exercise 1 (continued)

Step 12	Journal Lines Fields							
	Line 2							
	Amount	Rate Type	Rate	Base Amount	Ref	Stat	Stat Amt	UOM
	Amount	This is the amount field for the journal line. Debit amounts are entered without a sign. Credit amounts are entered with a minus (-) sign in front of the amount. For example, a debit of \$50.00 may be entered as 50, whereas the credit may be entered as -50. The system will format the amount with decimals and commas. If you have amounts with cents, you <i>must</i> enter the decimal.						
		For example, a debit of \$1,050.25 will be entered as 1050.25 and the credit will be entered as -1050.25. The system will format the comma but you must enter the decimal.						
	Ref	If the account entered is in the travel (640XXX) or per diem (651XXX) range, this field must be populated with a valid vendor number. Populating this field will cause this transaction to be reflected on the Travel and Per Diem report which is submitted to the Department of Audits. If the journal entered has summary totals which pertain to multiple vendors, you may enter ten 9s in this field. This is a default vendor number established for this purpose. Be advised the 9s will show on the reports and you will have to provide detail by vendor to the Auditors.						
	Rate Type							
	Base							
	Amount	These fields are left blank.						
	Stat							
Stat Amount								
UOM								
Line 3								
Line Descr			Budget Checking Line Status			Journal Line Status		
Line Descr			The Line Description field displays the description defined for the "Account" chartfield value. The field will be populated by the system once the account is entered.					
Budget Checking Line Status Journal Line Status			These fields will not be populated during the Journal Entry process. The system will assign the appropriate status once the journal has completed the edit and budget checking during the overnight batch process.					
Expected	An understanding of Journal entry lines panel							

Step 12**Journal Lines Fields****Line 2**

Amount	Rate Type	Rate	Base Amount	Ref	Stat	Stat Amt	UOM
--------	-----------	------	-------------	-----	------	----------	-----

Amount This is the amount field for the journal line. Debit amounts are entered without a sign. Credit amounts are entered with a minus (-) sign in front of the amount. For example, a debit of \$50.00 may be entered as 50, whereas the credit may be entered as -50. The system will format the amount with decimals and commas. If you have amounts with cents, you *must* enter the decimal.

For example, a debit of \$1,050.25 will be entered as 1050.25 and the credit will be entered as -1050.25. The system will format the comma but you must enter the decimal.

Ref If the account entered is in the travel (640XXX) or per diem (651XXX) range, this field must be populated with a valid vendor number. Populating this field will cause this transaction to be reflected on the Travel and Per Diem report which is submitted to the Department of Audits. If the journal entered has summary totals which pertain to multiple vendors, you may enter ten 9s in this field. This is a default vendor number established for this purpose. Be advised the 9s will show on the reports and you will have to provide detail by vendor to the Auditors.

Rate Type

Base

Amount

Stat

Stat Amount

UOM

These fields are left blank.

Line 3

Line Descr	Budget Checking Line Status	Journal Line Status
------------	-----------------------------	---------------------

Line Descr	The Line Description field displays the description defined for the "Account" chartfield value. The field will be populated by the system once the account is entered.
Budget Checking Line Status Journal Line Status	These fields will not be populated during the Journal Entry process. The system will assign the appropriate status once the journal has completed the edit and budget checking during the overnight batch process.

Results:

Exercise 1 (continued)

Step 13

Journal Lines Fields

Bottom of panel

Unit: 46000

Lines

0.00 DR

0.00 CR

Status: N

BCM Status: N

These fields will be automatically populated by the system during Journal entry.

Unit	Records the Business Unit for which the journal is being entered.
Lines	Records the number of lines entered on the journal.
DR	Records the total debit amount for the lines entered.
CR	Records the total credit amount for the lines entered

The system will assign the appropriate status once the journal has completed the edit and budget checking process during the overnight batch run.

Status	Represents the Edit status of the Journal.
BCM Status	Represents the Budget status of the Journal.

The Status codes and definitions are listed below:

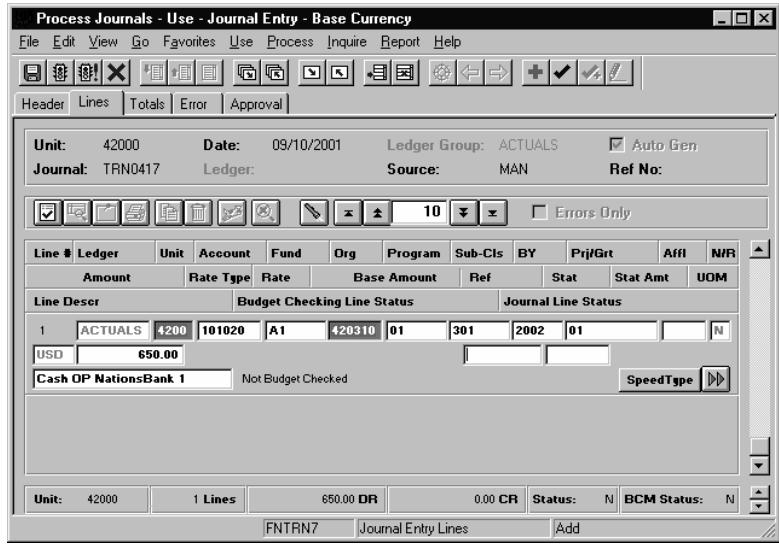
E	Journal Has Errors	Journal entry has been edited and cannot be posted due to errors. Generally, these are chartfield errors.
N	No status - Needs to be Edited	Journal entry has not been edited and therefore did not post.
P	Posted to Ledger (s)	Journal entry has been posted.
U	Unposted	Journal entry has previously been posted and then unposted.
V	Valid Journal. Edits complete	Journal entry has passed editing and is ready to be marked to post.

Expected Results:


An overall understanding of the data fields on a journal entry.

Exercise 1 (continued)

Step 14	<p>Enter the first line from the Regular Journal form:</p> <p>Account: 101020 Fund: A1 Organization: 4203100230 Program: 01 Sub-Class: 301 Budget Year: 2002 Project/Grant: 01 Amount: 650.00</p>
Expected Results:	Data is entered correctly.

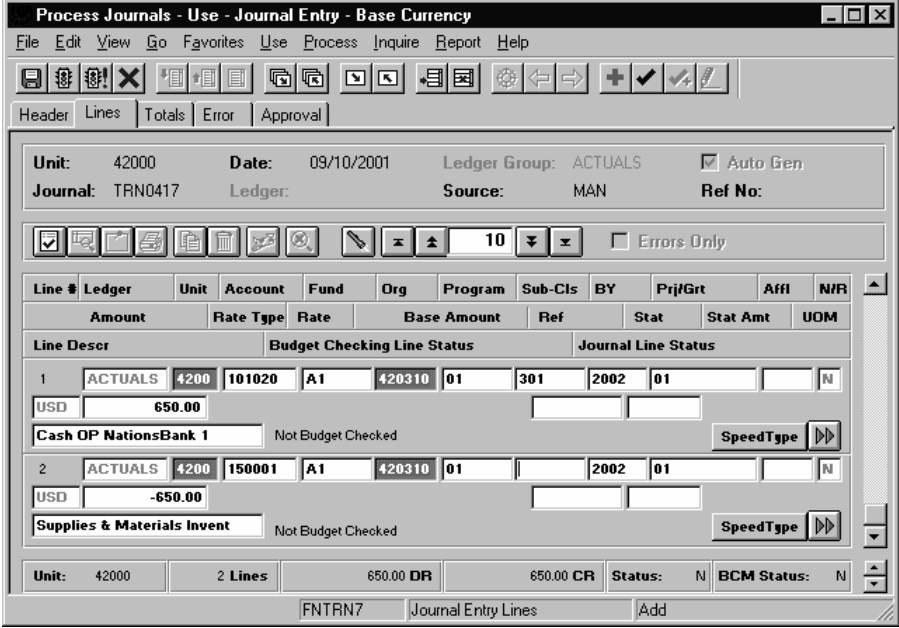


Step 15	<p>Compare your Journal Line panel with the one shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult the Instructor.

Exercise 1 (continued)

Step 16	Add a new journal line by pressing F7 or by using the Insert-Row icon  .
Expected Results:	A new journal line displays.

Step 17	<p>Enter the next line from the Regular Journal form:</p> <p>Account: 150001 <TAB></p> <p>The field values from the previous line will be automatically copied. The system will try to balance the outstanding amount of the journal by providing the offsetting automatically.</p> <p>Amount: - 650.00</p>
Expected Results:	Data is entered correctly.

Exercise 1 (continued)

Step 18	<p>Compare your Journal Line panel with the one shown below:</p> 
Expected Results:	<p>If these elements do not match, review the steps and consult the Instructor.</p>
Step 19	<p>Click  to save.</p>
Expected Results:	<p>The new journal information is saved.</p>
Step 20	<p>Click  to cancel.</p>
Expected Results:	<p>The Process Journals window is displayed.</p>

Exercise completed.

Exercise 2 – Creating a Reversing Journal

Scenario: An agency has a federal grant that ends on September 30th. In order to be reimbursed for expenses incurred during the grant period, expenses must be reflected on the September end reports. Because temporary employees are paid on a lag cycle, part time employees who worked September 16th thru 30th will not receive payment for those hours until October 16th. The month of September is still open and the salary accrual should be entered and reversed at the beginning of October. **(Note: The reversing entry option should not be selected when you are accruing expenses at fiscal year end)**

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go ➔ Process Financial Information ➔ Process Journal ➔
Expected Results:	A dialog box displays.

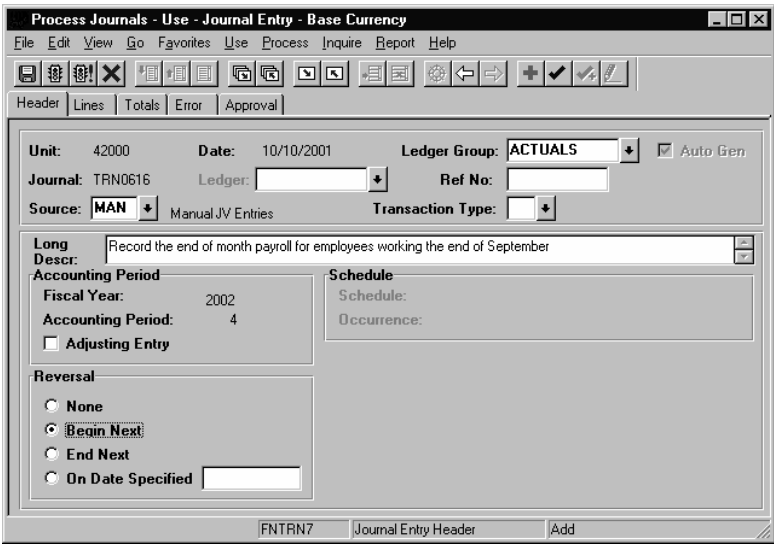
Step 3	Use ➔ Journal Entry – Base Currency ➔ Journal Entry Header ➔ Add Access the Journal Entry – Base Currency panel.
Expected Results:	A dialog box displays.

Exercise 2 (continued)

Step 4	Enter the following information from the Regular Journal form: Business Unit: 42000 Journal ID: TRN06XX (XX is the number you are assigned) Journal Date: Current Date Click: OK
Expected Results:	The Journal Header panel displays.

Step 5	Enter the following Journal Header information: Journal Source: MAN Ledger Group: ACTUALS Reference Number: Optional Transaction Type: Blank Description: Record the end of month payroll for employees working the end of September. Reversal: Begin Next
Expected Results:	Data is entered correctly.

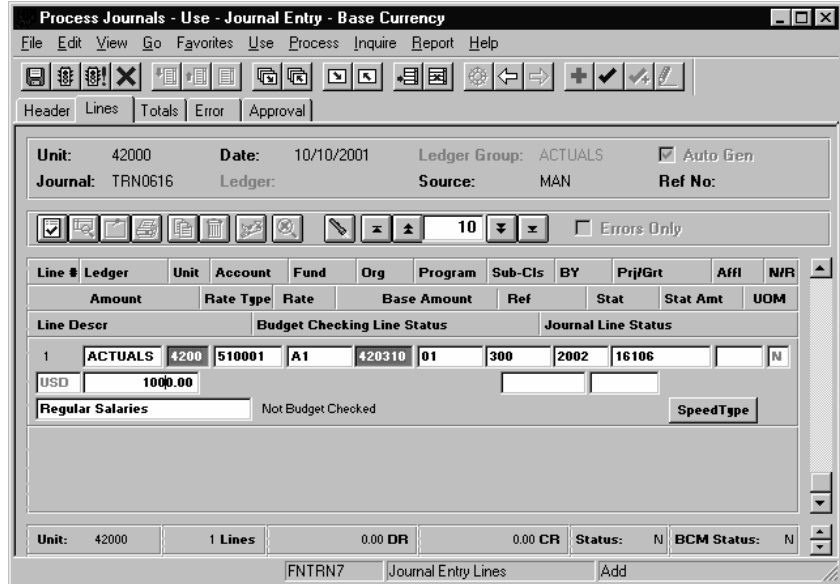
Exercise 2 (continued)

<p>Step 6</p>	<p>Compare your Journal Header panel with the one shown below:</p>  <p>Reversal Options:</p> <p><i>None</i> assumes no automatic reversal entry. This is the default</p> <p><i>Begin Next</i> creates a reversing entry dated the first day of the accounting period.</p> <p><i>End Next</i> creates a reversing entry dated the last day of the accounting period.</p> <p><i>On Date Specified</i> allows the user to enter a specific date for the reversing entry.</p>
<p>Expected Results:</p>	<p>If these elements do not match, review the steps and consult the Instructor.</p>


<p>Step 7</p>	<p>Click the Journal Lines panel tab Lines.</p>
<p>Expected Results:</p>	<p>The Lines panel displays.</p>

Exercise 2 (continued)


Step 8	<p>Enter the following journal information for Line 1:</p> <p>Account: 510001 Fund: A1 Organization: 4203100203 Program: 01 Sub-Class: 300 Budget Year: 2002 Project/Grant: 16106 Amount: 1000</p>
Expected Results:	Data is entered correctly.

Step 9	<p>Compare your Journal Lines panel with the one shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult the Instructor.

Exercise 2 (continued)


Step 10	Add a new journal line by pressing F7 or using the Insert-Row  icon.
Expected Results:	A new journal line displays.

Step 11	Enter the next journal line information for Line 2: Account: 514001 Amount: 124.00
Expected Results:	Data is entered correctly.


Step 12	Add a new journal line by pressing F7 or using the Insert-Row  icon.
Expected Results:	A new journal line displays.

Step 13	Enter the next journal line information for Line 3: Account: 516001 Amount: 125.00
Expected Results:	Data is entered correctly.

Exercise 2 (continued)


Step 14	Add a new journal line by pressing F7 or using the Insert-Row  icon.
Expected Results:	A new journal line displays.

Step 15	Enter the next journal line information for Line 4: Account: 515001 Amount: 156.80
Expected Results:	Data is entered correctly.

Step 16	Add a new journal line by pressing F7 or using the Insert-Row  icon.
Expected Results:	A new journal line displays. You will now enter the offsetting entries.

Exercise 2 (continued)

Step 17	Enter the next journal line information for Line 5: Account: 214001 Amount: -1000.00
Expected Results:	Data is entered correctly.

Step 18	Add a new journal line by pressing F7 or using the Insert-Row  icon.
Expected Results:	A new journal line displays.

Step 19	Enter the next journal line information for Line 6: Account: 215530 Amount: -405.80
Expected Results:	Data is entered correctly.

Step 20	Review the total line on the Lines panel.
Expected Results:	Debits should equal credits.

Exercise 2 (continued)

Step 21

Compare your Journal Lines panel with the one shown below:

Expected Results:

If these elements do not match, review the steps and consult the Instructor.

Step 22

Click the Journal Totals panel tab **Totals**.

Expected Results:

The Totals panel displays.

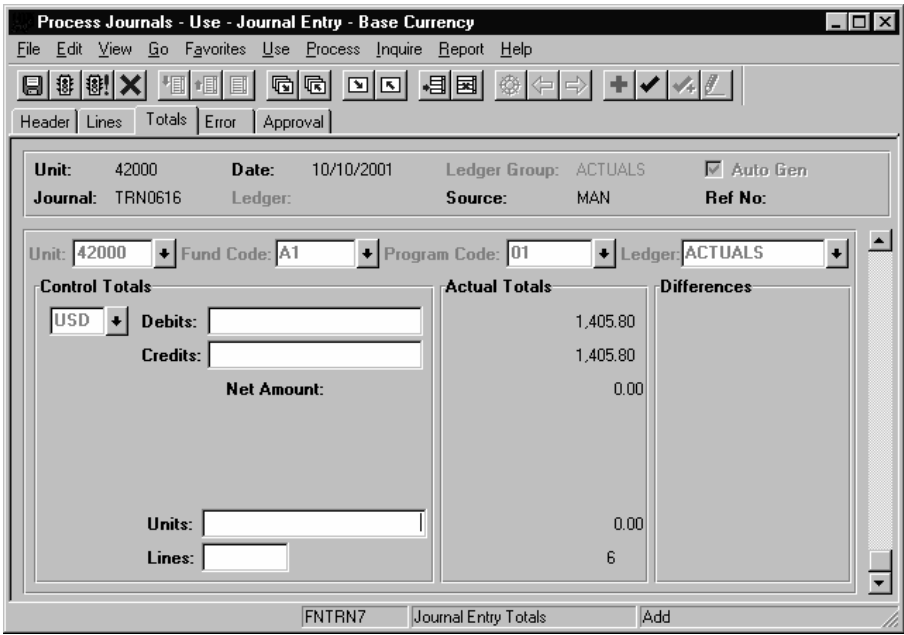


Step 23

Compare the control totals with the journal lines totals entered during the exercise.

Expected Results:

The control totals match the line totals.

Exercise 2 (continued)

Step 24	<p>Compare your Total panel with the one shown below:</p> 
Expected Results:	<p>The panel matches. Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>
Step 25	<p>Click  to save.</p>
Expected Results:	<p>The new journal information is saved.</p>
Step 26	<p>Click  to cancel.</p>
Expected Results:	<p>The Process Journals window is displayed.</p>

Exercise completed.

Exercise 3 – Creating and Maintaining SpeedTypes

Scenario: Several of the journals that your agency enters on a regular basis use the same ChartField combinations. The use of Speed Types would reduce data entry errors and eliminate redundant data entry. Your goal is to set up a Speed Type.

Step 1	Toggle or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Define Business Rule → Design ChartFields →
Expected Results:	A dialog box displays.

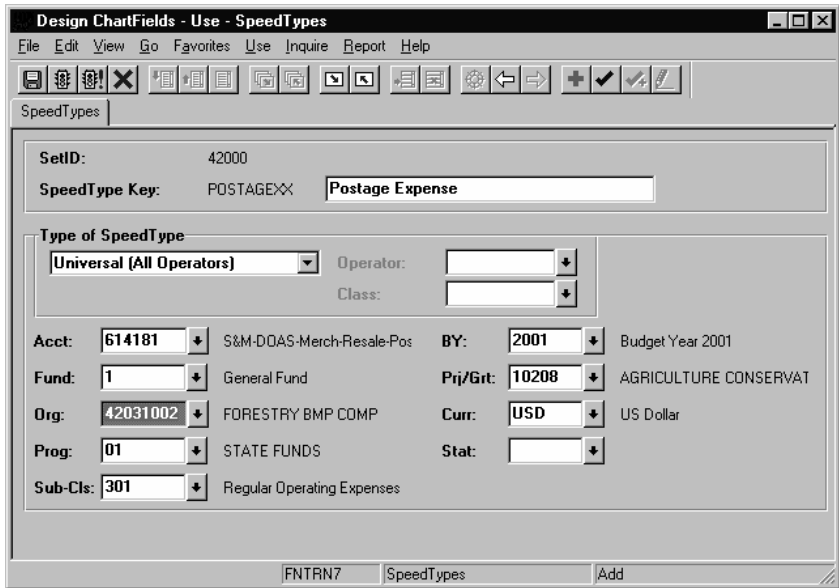


Step 3	Use → SpeedTypes → Add
Expected Results:	A dialog box displays.

Exercise 3 (continued)


Step 4	<p>Enter the following scenario information:</p> <p>Set ID: 42000</p> <p>SpeedType Key: POSTAGEXX (XX is the number assigned to you)</p> <p>Operator ID: Optional</p> <p>Operator Class: Optional</p> <p>Click: OK</p>
Expected Results:	The SpeedType panel displays.

Step 5	<p>Enter the following scenario information:</p> <p>SpeedType Key: Postage Expense</p> <p>Type of SpeedType: Universal</p> <p>Operator ID: N/A</p> <p>Class: N/A</p> <p>Account: 614181</p> <p>Fund: A1</p> <p>Organization Code: 4203100203</p> <p>Program: 01</p> <p>Sub-class: 301</p> <p>Budget Year: 2002</p> <p>Project/Grant: 10208</p> <p>Currency: USD</p>
Expected Results:	Data is entered correctly.

Exercise 3 (continued)

Step 6	<p>Compare your SpeedType panel with the one shown below:</p> 
Expected Results:	<p>Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>
Step 7	<p>Click  to save.</p>
Expected Results:	<p>The new SpeedType information is saved.</p>
Step 8	<p>Click  to cancel.</p>
Expected Results:	<p>The Design ChartFields panel is displayed.</p>

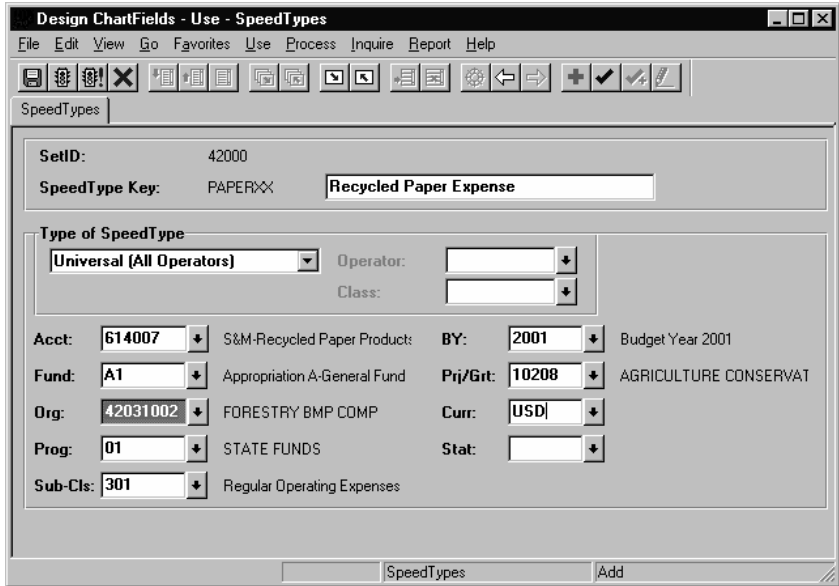


Exercise 3 (continued)

Step 9	Click  to add a new SpeedType.
Expected Results:	The Add - SpeedType dialog box is displayed.


Step 10	<p>Enter the following scenario information:</p> <p>Set ID: 42000</p> <p>SpeedType Key: PAPERXX (XX is the number assigned to you)</p> <p>Operator ID: Optional</p> <p>Operator Class: Optional</p> <p>Click: OK</p>
Expected Results:	The SpeedType panel displays.

Step 11	<p>Enter the following scenario information:</p> <p>SpeedType Key: Recycled Paper Expense</p> <p>Type of SpeedType: Universal</p> <p>Operator ID: Optional</p> <p>Class: Optional</p> <p>Account: 614007</p> <p>Fund: A1</p> <p>Organization Code: 4203100203</p> <p>Program: 01</p> <p>Sub-class: 301</p> <p>Budget Year: 2002</p> <p>Project/Grant: 10208</p> <p>Currency: USD</p>
Expected Results:	Data is entered correctly.

Exercise 3 (continued)

<p>Step 12</p>	<p>Compare your SpeedType panel with the one shown below:</p>  <p>Expected Results: Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>
<p>Step 13</p>	<p>Click  to save.</p> <p>Expected Results: The new SpeedType information is saved.</p>
<p>Step 14</p>	<p>Click  to cancel.</p> <p>Expected Results: The Design ChartFields panel is displayed.</p>




Exercise 3 (continued)

Step 15	Click  to add a new SpeedType.
Expected Results:	The Add - SpeedType dialog box is displayed.

Step 16	<p>Enter the following scenario information:</p> <p>Set ID: 42000</p> <p>SpeedType Key: INVNTRYXX (XX is the number assigned to you)</p> <p>Operator ID: Optional</p> <p>Operator Class: Optional</p> <p>Click: OK</p>
Expected Results:	The SpeedType panel displays.

Step 17	<p>Enter the following scenario information:</p> <p>SpeedType Key: Inventory Assets</p> <p>Type of SpeedType: Universal</p> <p>Operator ID: Optional</p> <p>Class: Optional</p> <p>Account: 150001</p> <p>Fund: A1</p> <p>Organization Code: 4203100203</p> <p>Program: 01</p> <p>Sub-class: Optional</p> <p>Budget Year: 2002</p> <p>Project/Grant: 10208</p> <p>Currency: USD</p>
Expected Results:	Data is entered correctly.

Exercise 3 (continued)

Step 18	<p>Compare your SpeedType panel with the one shown below:</p> 
Expected Results:	<p>Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>
Step 19	<p>Click  to save.</p>
Expected Results:	<p>The new SpeedType information is saved.</p>
Step 20	<p>Click  to cancel.</p>
Expected Results:	<p>The Design ChartFields panel is displayed.</p>

Exercise completed.

Exercise 4 – Creating a Journal Using SpeedTypes

Scenario: Your agency enters a journal every month to recognize cost of goods sold and to reduce inventory. The chartfields used in the journal are the same each time the journal is entered. The use of Speed Types facilitates data entry of the journal. Record the journal, using the Speed Types indicated.

Step 1	Toggle or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

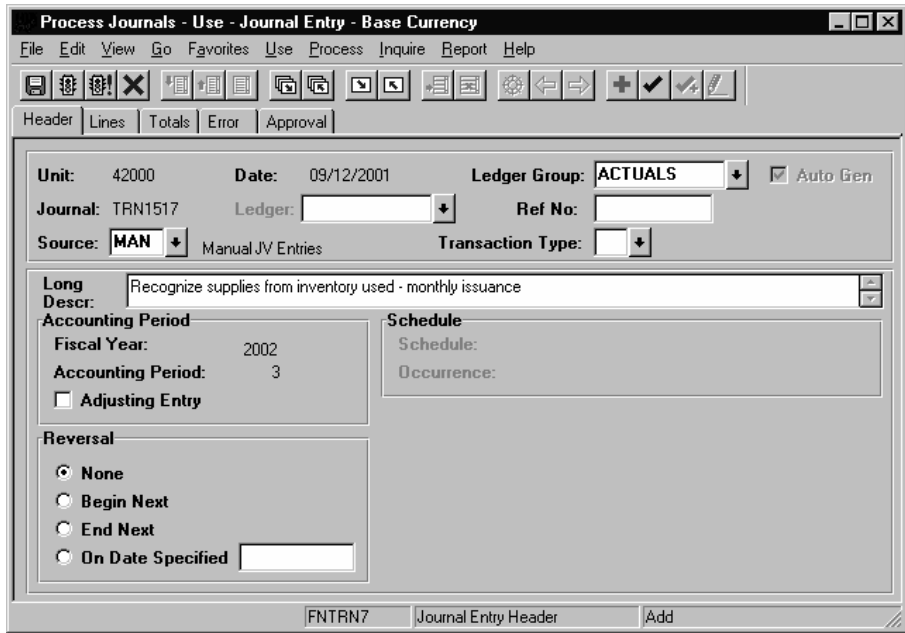
Step 2	Select: Go → Process Financial Information → Process Journals →
Expected Results:	A dialog box displays.

Step 3	Use → Journal Entry-Base Currency → Journal Entry Header → Add
Expected Results:	A dialog box displays.


Step 4	<p>Enter the following:</p> <p>Business Unit: 42000</p> <p>Journal ID: TRN15XX (XX is the number assigned to you)</p> <p>Journal Date: Current Date</p> <p>Click: OK</p>
Expected Results:	The Journal Header panel displays.



Exercise 4 (continued)

Step 5	<p>Enter the following:</p> <p>Journal Source: MAN</p> <p>Ledger Group: ACTUALS</p> <p>Reference Number: Optional</p> <p>Transaction Type: N/A</p> <p>Description: Recognize supplies inventory used – monthly issuance</p> <p>Reversal: (none)</p>
Expected Results:	Data is entered correctly.

Step 6	<p>Compare your Journal Header panel with the one shown below:</p> 
Expected Results:	<p>Proceed to the next step.</p> <p>If these elements do not match, review the steps and consult the Instructor.</p>

Exercise 4 (continued)

Step 7	Click the Journal Lines panel tab  .
Expected Results:	The Journal Lines panel displays.

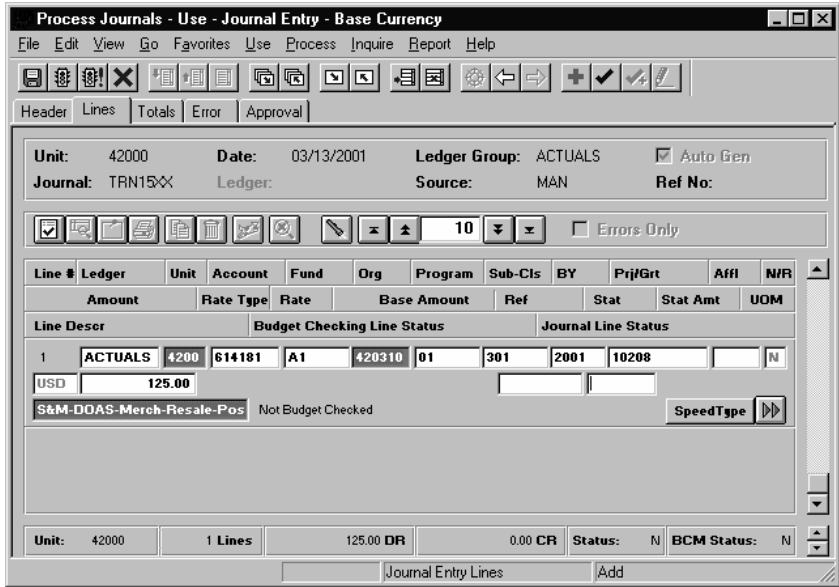


Step 8	Click the SpeedType button  .
	Note: Click  first, then from dropdown, select correct Speedtype.
Expected Results:	The SpeedType button changes to an entry field with drop-down arrow.

Step 9	Click the down-arrow to display the SpeedType list.
Expected Results:	The SpeedType drop-down list box displays.

Step 10	Select the Postage Expense SpeedType you created by double clicking.
Expected Results:	The correct SpeedType is selected.

Step 11	Enter the following: Amount: 125.00
Expected Results:	Data is entered correctly.

Exercise 4 (continued)


<p>Step 12</p>	<p>Compare your Journal Lines panel with the one shown below:</p>  <p>Expected Results: Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>
<p>Step 13</p>	<p>Add a new journal line by pressing F7 or using the add-line  icon.</p> <p>Expected Results: A new journal line displays.</p>
<p>Step 14</p>	<p>Click the SpeedType button .</p> <p>Expected Results: The SpeedType button changes to an entry field with drop-down arrow.</p>


Exercise 4 (continued)

Step 15	Click the down-arrow to display the SpeedType list.
Expected Results:	The SpeedType drop-down list box displays.

Step 16	Select the Recycle Paper Expense SpeedType you created by double clicking.
Expected Results:	The correct SpeedType is selected.

Step 17	Enter the following: Amount: 400.00
Expected Results:	Data is entered correctly.

Step 18	Add a new journal line by pressing F7 or using the add-line  icon.
Expected Results:	A new journal line displays.

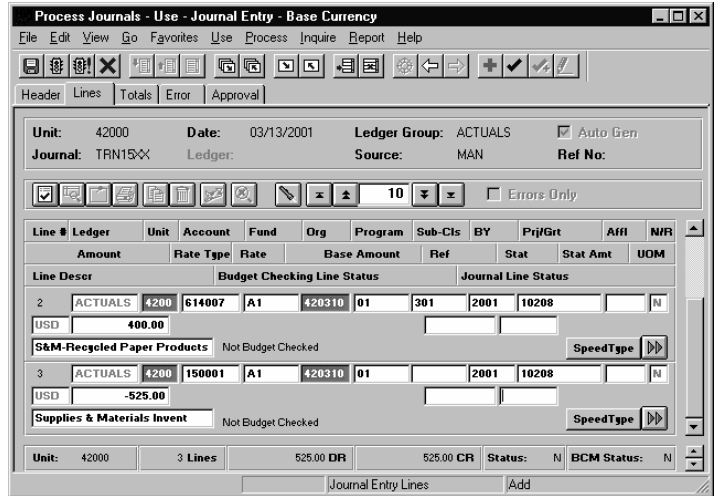
Step 19	Click the SpeedType button  .
Expected Results:	The SpeedType button changes to an entry field with drop-down arrow.


Step 20	Click the down-arrow to display the SpeedType list.
Expected Results:	The SpeedType drop-down list box displays.

Exercise 4 (continued)

Step 21	Select the Inventory Asset SpeedType you created by double clicking.
Expected Results:	Select the correct SpeedType.




Step 22	Enter the following: Amount: -525.00
Expected Results:	Data is entered correctly.

Step 23	Compare your Journal Lines panel with the one shown below:
	
Expected Results:	Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.

Step 24	Click  to save.
Expected Results:	The new journal information is saved.

Exercise completed.

E. Summary and Review

Activity  LECTURE	Materials <div style="display: inline-block; vertical-align: top; margin-right: 20px;">  GUIDE </div> <div style="display: inline-block; vertical-align: top;">  REVIEW </div>
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	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. What should the sum of journal amounts be? _____ 2. How many journals does each header identify? _____ 3. Must journals be edited before being posted to the ledger? _____ 4. The Totals panel displays the difference between two totals. What are they? _____ 5. The Fund code is a combination of what two values? _____
Expected Results:	An understanding of the key concepts for Making Journal Entries

Summary and Review (continued)

Step 2	Participate in a review activity.
Expected Results:	Successful completion of the review activity.

Step 3	Objectives: <ol style="list-style-type: none">1. Define and understand the purpose of a journal entry.2. Understand Journal Entry Panel Groups and use appropriately.3. Understand Journal Entry Panels and data entry fields.4. Identify the types and sources of Journal entries.
Expected Results:	Discussion of the objectives

Entering Journals



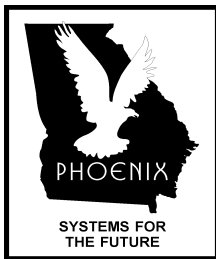
Congratulations! You have just completed the Entering Journals module. This module contained the tools needed to present all the concepts and procedures involved in entering journals.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the Making Journal Entries section of the online Library

Participant Objectives

You should be able to

1. Enter base currency journals
2. Enter statistical journals
3. Navigate through the online Library to locate all other Making Journal Entries procedures



Phoenix End-User Training

SECTION 3:

COPYING, CORRECTING, AND DELETING JOURNALS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER
APRIL 2003

Copying, Correcting, and Deleting Journals



Welcome to the Copying, Correcting, and Deleting Journals section! This section contains the tools needed to learn the concepts and procedures involved in copying, correcting, and deleting journals.

Goal To have the skills and knowledge necessary to perform the procedures identified in the Making Journal Entries section of the online Library

Participant

Objectives At the end of this section you will be able to:

1. Copy Journals
2. Correct journals
3. Delete journals

Prerequisites Completion of the following modules:

1. Understanding PeopleSoft Basics
2. Entering Modules

Outline **Copying, Journals, Correcting Journals in Error, and Deleting Journals**

- A. Introduction
- B. Business Process
- C. Concepts
- D. Exercises
- E. Summary and Review

Section Contents




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Copying Journals

A. Introduction

Activity  LECTURE	Materials <div style="display: inline-block; vertical-align: top; margin-right: 10px;">  GUIDE </div> <div style="display: inline-block; vertical-align: top;">  LIBRARY </div>
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	<p>Goal: To obtain the skills and knowledge necessary to copy journals in Phoenix</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Copy an existing journal <ul style="list-style-type: none"> • using the process menu • using the copy icon • using the reverse sign option 2. Correct journal headers with the following errors: <ul style="list-style-type: none"> • Debits and credits not equal • Accounting period not open 3. Correct the journal lines in error <ul style="list-style-type: none"> • ChartField values invalid • ChartField combination in error • Budget checking error 4. Delete a journal that has not been Budget Checked
	<p>Expected Results: The goals and objectives are introduced.</p>

B. Business Process

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

	<p>Discuss the relevant business processes.</p> <p>Business Process can be found on the web using the following path:</p> <p>http://phoenix.gagta.com/</p> <p>Financials/Financials Business Processes/General Ledger Processes.</p> <p>GL-013 Copy a Journal Using Menu Navigation GL-014 Copy a Journal Using Copy Icon GL-015 Copy Journal with Reverse Sign Option</p>
Expected Results:	The new business processes are identified and understood.

C. Concepts

Activity  LECTURE	Materials   GUIDE LIBRARY
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	<p>The main underlying concepts for Making Journal Entries are listed below:</p> <p>ChartFields Journal Entry Journal Entry Panel Groups</p>
Expected Results:	An understanding of the main concepts involved in Making Journal Entries

	<p>The online Library reading assignments for this topic include:</p> <p><i>PHOENIX PROGRAM GENERAL LEDGER PROCESSES</i> <i>Making Journal Entries</i> <i>Data Entry Procedures</i> <i>Journal Entry – Base Currency</i></p> <p><i>PHOENIX PROGRAM GENERAL LEDGER PROCESSES</i> <i>Making Journal Entries</i> <i>Process Procedures</i> <i>Journals, Copying</i></p>
Expected Results:	The Concepts section displays in the online Library.

Concepts (continued)

	<p style="text-align: center;">Has the Journal Voucher Posted?</p> <p>If Journal Voucher <u>has not</u>, you have the following options:</p> <ol style="list-style-type: none"> 1. Correct 2. Delete, start over. Delete only if <i>none</i> of the lines have passed BCM. 3. Copy, then delete original <p>Can delete if JV has a valid edit, can not delete if JV has a BCM error</p> <p>If Journal Voucher has posted, you have the following options:</p> <ol style="list-style-type: none"> 1. Unpost 2. Copy with reverse signs 3. Copy again, change what needs to be changed
Expected Results:	An understanding of the major concepts involved in General Ledger.

D. Exercises

Activity	Materials			
				

	<p>To prepare you to use PeopleSoft on the job effectively, three exercises have been created:</p> <p>Exercise 1 - Copying a Journal using Menu Navigation</p> <p>Exercise 2 - Copying a Journal with Reverse Signs Option</p> <p>Exercise 3 - Copying a Journal using the Copy Icon</p> <p>Exercise 4 - Correcting Out of Balance Journal Errors</p> <p>Exercise 5 - Correcting “Accounting Period Not Open” Journal Error</p> <p>Exercise 6 - Correcting Journals with Budget Checking Errors</p> <p>Exercise 7 - Deleting a Journal that has not been Budget Checked</p>
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Exercise 1 - Copying a Journal using Menu Navigation

Scenario: An agency wants to duplicate a set of existing journal entries. The entries to be duplicated are in the TRN04XX journal.

online Library: *Journals, Copying*

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.


Step 2	Select: Go → Process Financial Information → Process Journals
Expected Results:	The Run Control dialog box displays.

Step 3	<p>Select: Process → Copy Journal → Add</p> <p>If you select the ADD and enter a new run control, the fields on the panel will be blank when the panel is first displayed except the Business Unit, Journal date and Currency effective date. You will need to enter or select from the drop down list, the copy journal ID and journal date.</p>
Expected Results:	The Run Control dialog box displays.

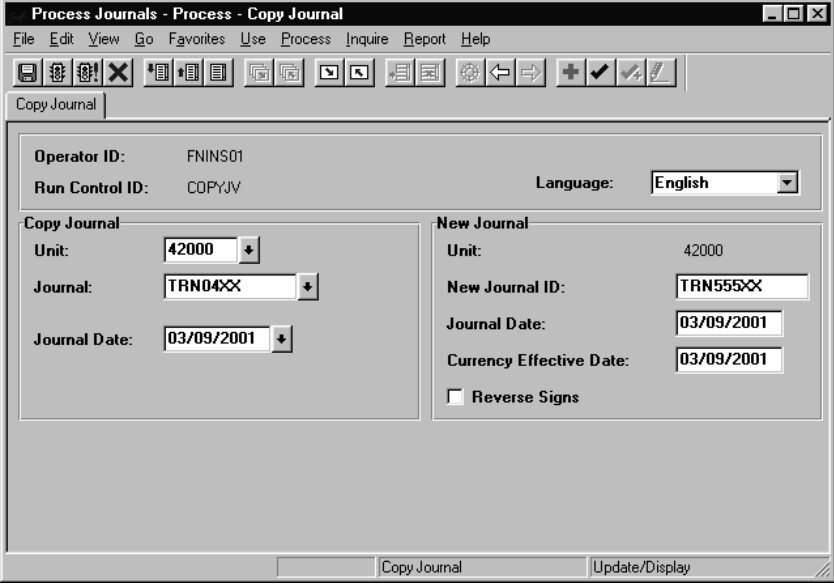
Step 4	<p>Enter the following:</p> <p>Run Control ID: COPYJV</p> <p>Click OK</p>
Expected Results:	The Copy Journal panel displays.


Exercise 1 (continued)

Step 5	<p>Enter the following:</p> <p>Copy Journal</p> <p>Unit: 42000</p> <p>Journal: TRN04XX</p> <p>(This is the journal you created in exercise 1 section 2)</p> <p>Journal Date: Current Date</p> <p>New Journal</p> <p>Unit: 42000</p> <p>New Journal ID: TRN555XX</p> <p>(XX is the number you are assigned)</p> <p>Journal Date: Current Date</p> <p>Currency Effective Date: Current Date</p> <p>Reverse Signs: (not selected)</p>
Expected Results:	Data is entered correctly.

Step 6	Click  to save.
Expected Results:	The new information is saved.

Exercise 1 (continued)

Step 7	<p>Compare your Copy Journal panel with the one shown below:</p>  <p>Note: The Journal date may vary based on the current system date.</p>
Expected Results:	<p>If these elements do not match, review the steps and consult your Instructor.</p>

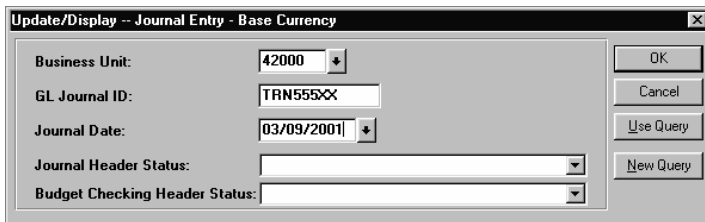
Step 8	<p>Click the run icon  to run the copy process.</p>
Expected Results:	<p>The Process Scheduler Request dialog box displays.</p>

Exercise 1 (continued)

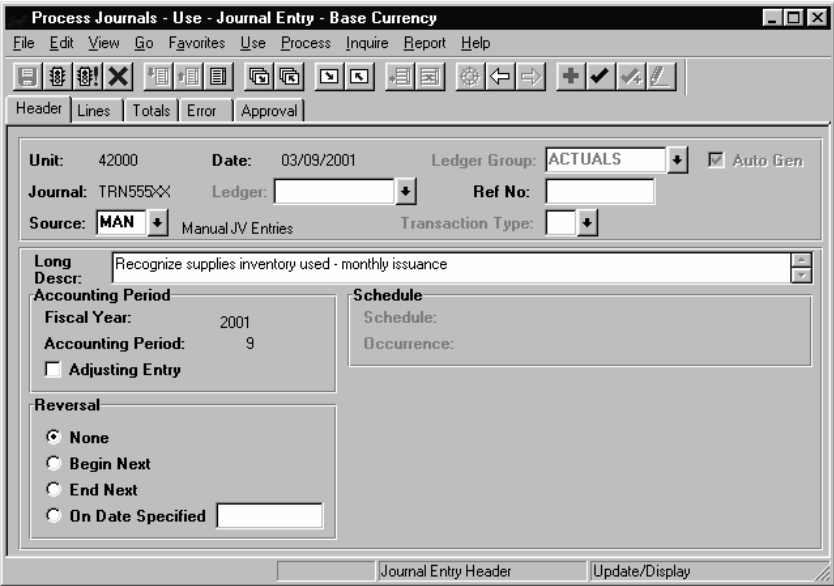
Step 9	<p>Enter or verify the following:</p> <p>Run Location: Server radio button selected Server: PSUNX</p> <p>Output Destination: File Run Recurrence: Once Click: OK</p>
Expected Results:	The Run Location and Output Destination are specified.

Review the journal that was created during the copy process.

Step 10	Use ➔ Journal Entry – Base Currency ➔ Journal Entry Header ➔ Update/Display
Expected Results:	A dialog box is displayed.

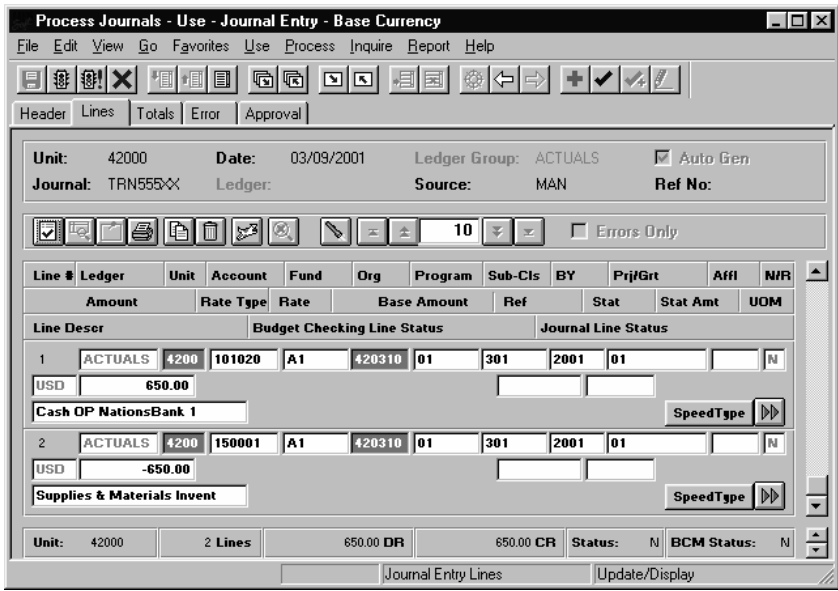
Step 11	<p>Enter the following information:</p> <p>Business Unit: 42000 GL Journal ID: TRN555XX (where XX is the number assigned to you for this class) Journal Date: Current Date</p>  <p>Click: OK</p>
Expected Results:	A selection list displays with only one choice.


Exercise 1 (continued)

Step 12	Select or double-click on the new Journal.
Expected Results:	The Journal Entry Header panel displays.
Step 13	<p>Compare your Journal Entry Header panel with the one shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult your Instructor.

Exercise 1 (continued)

Step 14	Click the Lines panel tab  .
Expected Results:	The Journal Lines panel displays.

Step 15	<p>Compare your Journal Entry Lines panel with the one shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult your Instructor.

Step 16	Click  to cancel.
Expected Results:	The Process Journals window is displayed.

Exercise completed.

Exercise 2 – Copying a Journal with Reverse Signs Option

Scenario: An agency processed the journal TRN04XX in error. The best way to correct this entry is to copy the journal and change the signs of each amount. Create the journal copy.

online Library: *Journals, Copying*

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.


Step 2	Select: Go → Process Financial Information → Process Journals
Expected Results:	Process Journals window displays.

Step 3	<p>Process → Copy Journals → Update/Display</p> <p>If you select update/Display and use a run control that was previously used to copy a journal, the fields on the panel will be already populated with those values. You will need to enter or select from drop down list the correct journal and journal date that you want to copy.</p>
Expected Results:	Run Control dialog box displays.

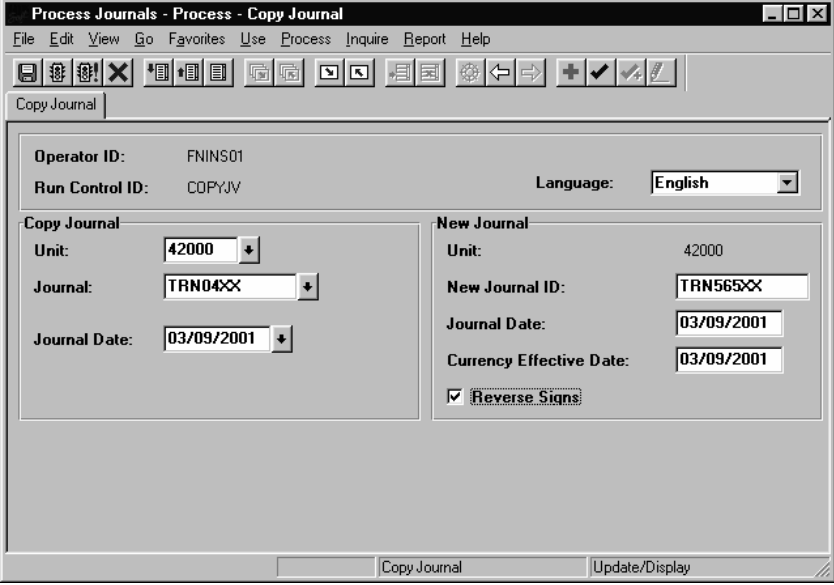
Exercise 2 (continued)


Step 4	<p>Select the following:</p> <p>Click: OK</p> <p>Choose: COPYJV</p>
Expected Results:	The Copy Journals window displays.

Step 5	<p>Enter the following:</p> <p>Copy Journal</p> <p>Unit: 42000</p> <p>Journal: TRN04XX</p> <p>(This is the journal you created in exercise 1 section 2)</p> <p>Journal Date: Current Date</p> <p>New Journal</p> <p>Unit: 42000</p> <p>New Journal ID: TRN565XX</p> <p>(XX is the number you are assigned)</p> <p>Journal Date: Current Date</p> <p>Currency Effective Date: Current Date</p> <p>Reverse Signs: <input checked="" type="checkbox"/></p>
Expected Results:	Data is entered correctly.

Step 6	Click  to save.
Expected Results:	The new information is saved.

Exercise 2 (continued)

<p>Step 7</p>	<p>Compare your Copy Journal panel with the panel shown below:</p>  <p>Note: The Journal date may vary based on the current system date.</p>
<p>Expected Results:</p>	<p>If these elements do not match, review the steps and consult the Instructor.</p>

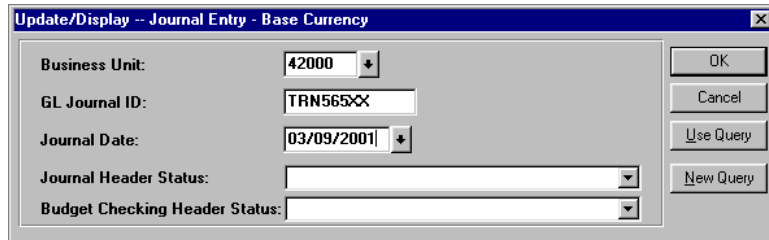
<p>Step 8</p>	<p>Click  to run the copy process.</p>
<p>Expected Results:</p>	<p>The Process Scheduler Request dialog box displays.</p>

Exercise 2 (continued)

Step 9	Enter or verify the following: Run Location: Server radio button selected Server: PSUNX Output Destination: File Run Recurrence: Once Click: OK.
Expected Results:	The Run Location and Output Destination are specified.

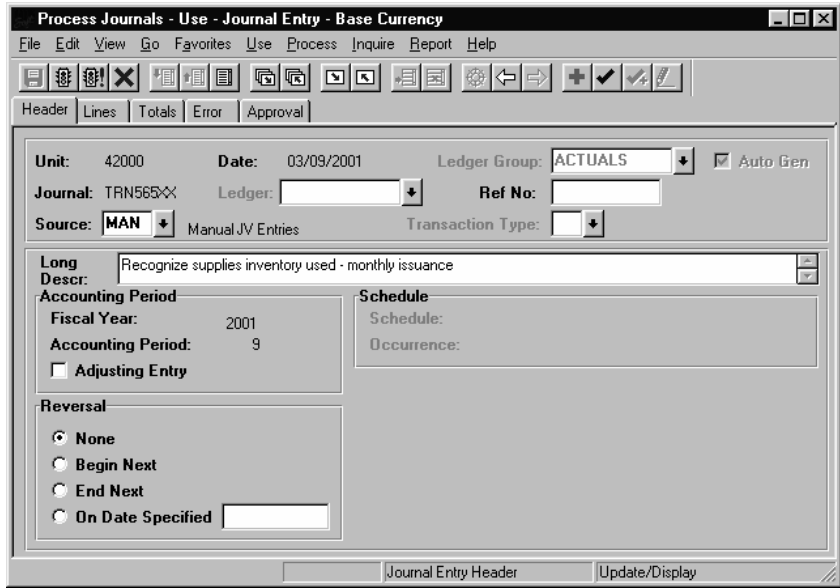
Review the journal that was created during the copy process.

Step 10	Use ➔ Journal Entry – Base Currency ➔ Journal Entry Header ➔ Update/Display
Expected Results:	A dialog box displays.


Step 11	Enter the following information: Business Unit: 42000 GL Journal ID: TRN565XX (XX is the number assigned to you) Journal Date: Current Date Click: OK
	
Expected Results:	The data is entered correctly.

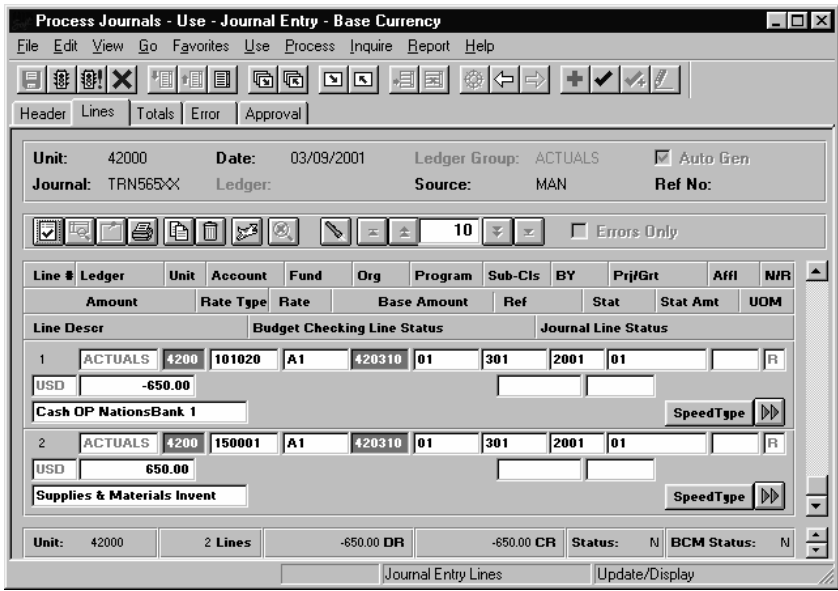
Exercise 2 (continued)


Step 12	Select or double-click on the new Journal.
Expected Results:	The Journal Entry Header panel displays.

Step 13	<p>Compare your Journal Entry Header panel with the one shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult your Instructor.

Exercise 2 (continued)

Step 14	Click the Lines panel tab  .
Expected Results:	The Journal Entry Lines panel displays.

Step 15	<p>Compare your Journal Entry Lines panel with the one shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult your Instructor.

Step 16	Click  to cancel.
Expected Results:	The Process Journals window is displayed.

Exercise completed.

Exercise 3 - Copying a Journal using the Copy Icon

Scenario: In this exercise, you will practice using the copy icon instead of creating individual manual entries.

online Library: *Journals, Copying*

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.


Step 2	Select: Go → Process Financial Information → Process Journals
Expected Results:	A dialog box displays.

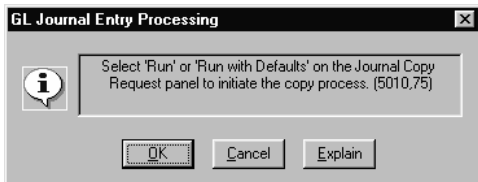
Step 3	Use → Journal Entry – Base Currency → Journal Entry Lines → Update/Display
Expected Results:	A dialog box displays.

Step 4	<p>Enter the following:</p> <p>Business Unit: 42000 GL Journal ID: TRN04XX (XX is the number assigned to you)</p> <p>Click: OK</p>
Expected Results:	The data is entered correctly.

Exercise 3 (continued)


Step 5	Select or double-click on the new Journal.
Expected Results:	The Journal Entry Header panel displays.


Step 6	<p>Review the journal entries that are displayed.</p> <p>Click the copy icon .</p> <p>The copy icon can only be used for a journal that is not posted.</p>
Expected Results:	The journal entries are reviewed.

Step 7	<p>Journal Entry Processing panel</p>  <p>Click: OK.</p>
Expected Results:	The GL Journal entry processing dialog box displays.

Exercise 3 (continued)

Step 8	Enter the following New Journal information: New Journal ID: TRN65XX (XX is the number assigned to you) Journal Date: Current Date Currency Effective Date: Current Date Reverse Signs: (not selected)
Expected Results:	Data is entered correctly.

Step 9	Click  to save.
Expected Results:	The new information is saved.

Step 10	Click: the run  icon to run the copy process.
Expected Results:	The Process Scheduler Request dialog box displays.

Exercise 3 (continued)

Step 11

Compare your Copy Journal panel with the panel shown below:

Note: The Journal date may vary based on the current system date.

Expected Results:

The Process Scheduler Request dialog box displays.

Step 12


Enter or verify the following:

Run Location: Server radio button selected
 Server: **PSUNX**
 Output Destination: **File**
 Run Recurrence: **Once**
 Click: **OK.**

Expected Results:

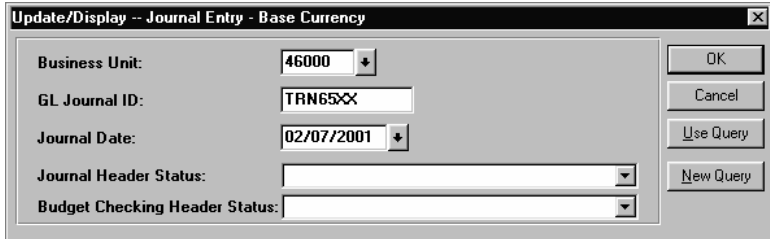
The Run Location and Output Destination are specified.

Exercise 3 (continued)

Step 13	Click:  to close the panel.
Expected Results:	The Copy Journal panel closes.

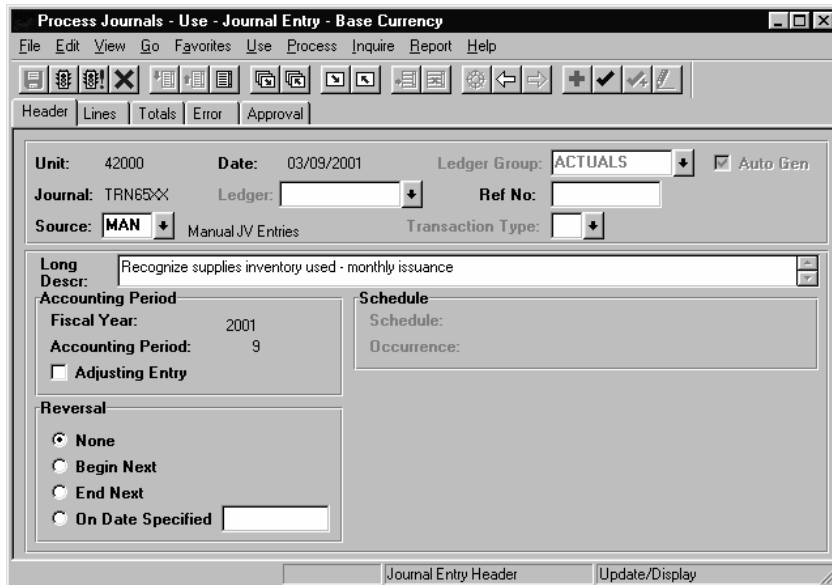
Review the journal that was created by the copy.


Step 14	Select: Use → Journal Entry → Journal Entry Header → Update/Display
Expected Results:	A dialog box displays.

Step 15	<p>Enter or select the following search criteria:</p> <p>Business Unit: 42000</p> <p>Journal ID: TRN65XX (XX is the number assigned to you)</p> <p>Journal Date: Current Date</p> <p>Click: OK</p> 
Expected Results:	The selection information is entered.

Exercise 3 (continued)

Step 16	Select or double-click on the journal you created.
Expected Results:	The journal you created is listed as a selection. If the journal you created is not displayed, review the steps again and ask the Instructor.

Step 17	<p>Compare the following panel:</p> 
Expected Results:	If the journal you created is not displayed, review the steps again and ask the Instructor.

Step 18	Click  to cancel.
Expected Results:	The Process Journals window is displayed.

Exercise completed.

Exercise 4 – Correcting Out of Balance Journal Errors

Scenario: In entering a journal, an incorrect amount was keyed for one of the lines. Review the errors and make the valid corrections.

online Library: *Journal Entry*

Step 1	Toggle to or logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

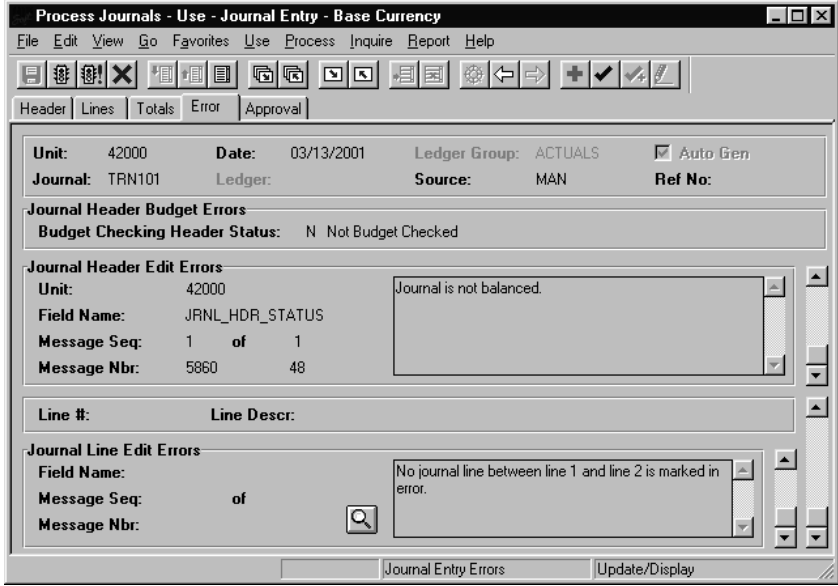
Step 2	Select: Go ➔ Process Financial Information ➔ Process Journals
Expected Results:	A dialog box displays.

Step 3	Use ➔ Journal Entry – Base Currency ➔ Journal Entry Errors ➔ Update/Display
Expected Results:	A dialog box displays.

Step 4	<p>Enter the following:</p> <p>Business Unit: 42000 Journal ID: TRN101XX (XX is the number assigned to you)</p> <p>Click: OK</p>
Expected Results:	A selection list displays with several choices.

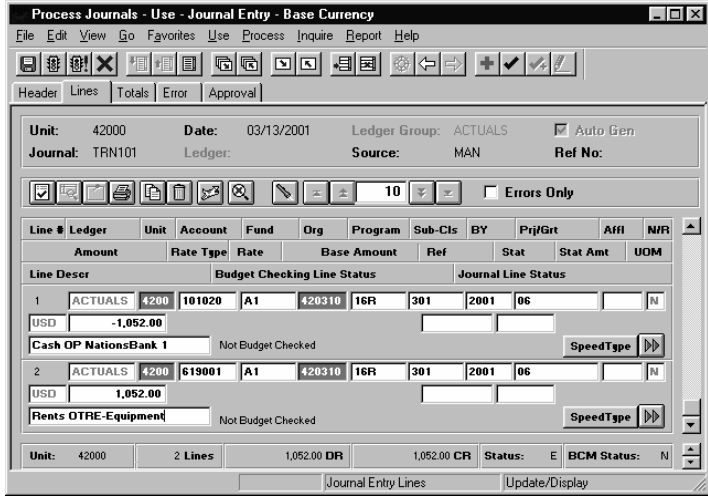
Exercise 4 (continued)


Step 5	Note the error for this journal.
Expected Results:	The error is noted.


Step 6	<p>Compare your Journal Entry Errors panel to the one below:</p> 
Expected Results:	If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

Step 7	Correct the error. Hint: the amount for each journal line should be \$1,052.00.
Expected Results:	The correction is entered.

Step 8	Compare your Journal Entry Lines panel to the one below:
	
Expected Results:	The correction is saved

Step 9	Click  to save.
Expected Results:	The correction is saved

Step 10	Click:  to close the panel.
Expected Results:	The Copy Journal panel closes.

Exercise completed.

Exercise 5 – Correcting “Accounting Period Not Open” Journal Errors

Scenario: A set of journal entries for an agency was mistakenly entered with a 2000 journal date. The journal date used belongs to a closed accounting period that caused the journal to be in error.

online Library: *Journal Entry*

Step 1	Toggle to or logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Process Financial Information → Process Journals
Expected Results:	A dialog box displays.

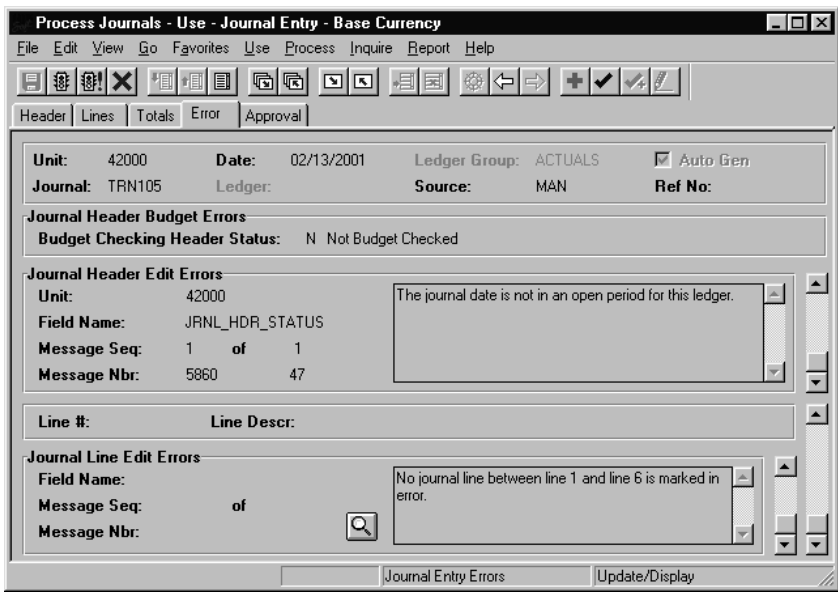
Step 3	Use → Journal Entry – Base Currency → Journal Entry Errors → Update/Display
Expected Results:	A dialog box displays.

Step 4	Enter the following: Business Unit: 42000 GL Journal ID: TRN105XX Click: OK
Expected Results:	A selection list displays with many choices.

Exercise 5 (continued)


Step 5	Select or double-click on the journal.
Expected Results:	The Journal Entry Errors panel displays.

Step 6	Note the error for this journal.
Expected Results:	The error is noted.

Step 7	<p>Compare your Journal Entry Errors panel to the panel shown below:</p> 
Expected Results:	If these elements do not match, review the steps and consult your Instructor.

Exercise 5 (continued)

Step 8	Copy this journal to a new journal with this information: GL Journal ID: TRN57XX (XX is the number you are assigned) Journal Date: Current Date Currency Effective Date: Current Date
Expected Results:	The journal is copied with the correct date.

Step 9	Click:  to close the panel.
Expected Results:	The Copy Journal panel closes.

Exercise completed.

Exercise 6 - Correcting Journals with Budget Checking Errors

Scenario: The scenario for this exercise will involve correcting an existing journal that passed editing but failed the Budget Checking process.

online Library: *Journal Entry*

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go ➔ Process Financial Information ➔ Process Journals
Expected Results:	A dialog box displays.


Step 3	Use ➔ Journal Entry – Base Currency ➔ Journal Entry Errors ➔ Update/Display
Expected Results:	A dialog box displays.

Step 4	<p>Enter the following:</p> <p>Business Unit: 42000</p> <p>GL Journal ID: TRN106XX (XX is the number assigned to you)</p> <p>Click: OK</p>
Expected Results:	A selection list displays with several choices.

Exercise 6 (continued)


Step 5	Select or double-click on the journal.
Expected Results:	The Journal Entry Errors panel displays.

Step 6	Note and research the error.
Expected Results:	Research determines that the journal lines used the wrong Sub Class.

Step 7	<p>Compare the following panel:</p> 
Expected Results:	Research determines that the journal lines used the wrong Sub Class.

Exercise 6 (continued)

Step 8	Change the journal line 2 to the correct Sub Class: 306.
Expected Results:	The error is corrected.

Step 9	Click:  to close the panel.
Expected Results:	The Copy Journal panel closes.

Exercise completed.

Exercise 7 – Deleting a Journal that has not been Budget Checked

Scenario: A journal was entered with incorrect information. The journal has not passed through budget checking; therefore, the journal can be deleted, and a new journal can be entered. The Copy Journal function was used to create a new journal with the correct journal information.

online Library: *Journal Entry*

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

Step 2	Select: Go → Process Financial Information → Process Journals
Expected Results:	A dialog box displays.


Step 3	Use → Journal Entry – Base Currency → Journal Entry Lines → Update/Display
Expected Results:	A dialog box displays.

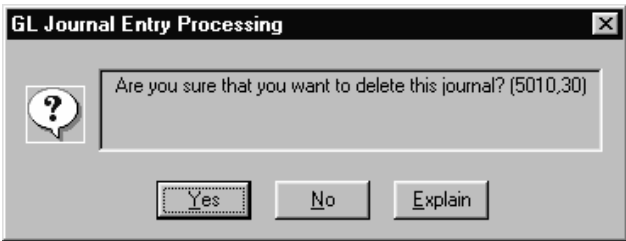
Step 4	<p>Enter the following:</p> <p>Business Unit: 42000 Journal ID: TRN04XX (XX is the number assigned to you)</p> <p>Click; OK</p>
Expected Results:	A selection list displays with several choices.

Exercise 7 (continued)


Step 5	Select or double-click on the journal.
Expected Results:	The Journal Entry Lines panel displays.

Step 6	Verify that the journal has incorrect information.
Expected Results:	The Journal Entry Lines panel displays.


Step 7	Click:  (the delete journal icon).
Expected Results:	A dialog box displays for you to confirm if the journal should be deleted.

Step 8	Click YES to confirm that the journal should be deleted. 
Expected Results:	Dialog box displays.

Exercise 7 (continued)




Step 9	Confirm that the journal was deleted. Click: 
Expected Results:	The Update/Display dialog box displays.

Step 10	Enter the following: Business Unit: 42000 Journal ID: TRN04XX (XX is the number assigned to you) Click: OK
Expected Results:	The selection information is entered.

Step 11	Click:  to close the panel.
Expected Results:	The Copy Journal panel closes.

Exercise completed.

E. Summary and Review

Activity  LECTURE	Materials <div data-bbox="444 359 570 470">  GUIDE </div> <div data-bbox="602 359 719 470">  REVIEW </div>	
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Step 1	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. Why would you use the PeopleSoft Copy Journal capability? 2. When would you use the Copy Journal capability to reverse signs? 3. Must a journal have a certain status before the journal can be copied? 4. What steps must be taken on a new journal created from Journal Copy? <p>Answers:</p> <ol style="list-style-type: none"> 1. There are two situations where journal copy is useful: When an existing journal contains the same set of journal entries as needed for a new journal. When a posted journal contains errors and must be reversed. 2. When a posted journal contains errors and must be reversed. 3. The journal being copied may have any status except deleted. 4. The new journal must still be edited, budget checked, and posted.
Expected Results:	An understanding of the key concepts for Making Journal Entries

Summary and Review (continued)

Step 2	<p>Answer the following questions:</p> <ol style="list-style-type: none">1. Why can't you delete a journal that has been budget checked?2. Can a Journal ID from a deleted journal be reused? Why not? <p>Answers:</p> <ol style="list-style-type: none">1. Journals that are budget checked have already affected encumbrances and controlled budgets.2. No, all Journal Ids must be unique.
Expected Results:	The Update/Display dialog box displays.

Step 3	<p>Answer the following questions:</p> <ol style="list-style-type: none">1. List some journal errors2. How are those journal errors caused?3. How are those journal errors resolved?
Expected Results:	The Update/Display dialog box displays.

Copying, Correcting, and Deleting Journals



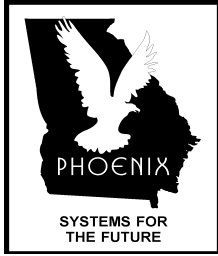
Congratulations! You have just completed the Copying, Correcting, and Deleting Journals module. This module contains the tools needed to present the concepts and procedures involved in copying, correcting, and deleting journals.

Goal To have the skills and knowledge necessary to perform the procedures identified in the Making Journal Entries section of the online Library.

Participant

Objectives You should be able to:

1. Use the PeopleSoft Copy Journal capability to create new journals
2. Use the Reverse Signs capability of Copy Journal
3. Correct journals flagged as having errors
4. Use the PeopleSoft Delete Journal capability
5. Identify when the Copy Journal and Delete Journal capabilities normally would be used



Phoenix – End User Training

SECTION 4:

INQUIRING ON JOURNALS AND LEDGERS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT GENERAL LEDGER
APRIL 2003

Inquiring on Journals and Ledgers



Welcome to the Inquiring on Journals and Ledgers section! This section contains the tools needed to learn the concepts and procedures involved in inquiring on activity in the ledger.

Goal To acquire the skills and knowledge necessary to perform the procedures identified in the Inquiring on Journals and Ledgers section of the online Library

Participant Objectives At the end of this section you will be able to

1. Enter selection criteria to identify journals for viewing
2. Review the journal information for all journal statuses
3. Enter selection criteria to identify summarized information maintained in ledgers
4. Specify a summarization of ledger activity for inquiry
5. Review the ledger activity for various fiscal periods
6. Access the journals that are summarized in the ledgers
7. Access the journal lines containing detail journal entries

Outline

Inquiring on Journals

- A. Introduction
- B. Concepts
- C. Business Processes
- D. Exercises
- E. Summary and Review

Inquiring on Ledgers

- A. Introduction
- B. Concepts
- C. Business Processes
- D. Exercises
- E. Summary and Review

Section Contents




INQUIRING ON JOURNALS

A. INTRODUCTION	1
B. BUSINESS PROCESSES	2
C. CONCEPTS	3
D. EXERCISES	5
Exercise 1 – Inquiring on journals	6
Exercise 2 – Inquiring on standard journals	13
E. SUMMARY AND REVIEW	16

Inquiring on Journals

A. Introduction




Activity  LECTURE	Materials <div style="display: flex; justify-content: space-around; align-items: center;">   </div> GUIDE LIBRARY
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Step 1	Goal: To acquire the skills and knowledge necessary to inquire on journals in PeopleSoft Objectives: <ol style="list-style-type: none"> 1. Inquire on journals 2. Review journal lines on journals with any status
Expected Results:	The goal and objectives are introduced.

Step 2	Materials: Participant Guide, online Library, PeopleSoft
Expected Results:	The materials are introduced.




Step 3	From the Table of Contents window in the online Library, expand down the following path: <div style="text-align: center;"> <i>PHOENIX PROGRAM GENERAL LEDGER PROCESSES</i> <i>Making Journal Entries</i> <i>Viewing Procedures</i> <i>Journal Inquiry, Viewing</i> </div>
Expected Results:	The Viewing Procedures section displays.

B. Business Processes

Activity	Materials
 LECTURE	<div data-bbox="386 369 513 476">  GUIDE </div> <div data-bbox="542 369 662 476">  HANDOUT </div>

Step 1	Discuss the relevant business processes.
Expected Results:	The new business processes are identified and understood.

C. Concepts

Activity  LECTURE	Materials <div style="display: inline-block; vertical-align: top; margin-right: 10px;">  GUIDE </div> <div style="display: inline-block; vertical-align: top;">  LIBRARY </div>
---	---

Step 1	<p>The main underlying concepts are:</p> <ol style="list-style-type: none"> 1. Journal Inquiry can be used to view journals that are in any status, including posted. 2. Journal Inquiry can provide either summary or detail information. 3. Journal Inquiry requires only the business unit, ledger, fiscal year, and from and to accounting periods, but permits specifying optional information to help you find the journals easily. The optional information is journal status, date, source, currency, and Journal ID.
Expected Results:	An understanding of the main concepts involved in inquiring on journals

Step 2	<p>From the Table of Contents window in the online Library, expand down the following path:</p> <p style="text-align: center;"><i>PHOENIX PROGRAM GENERAL LEDGER PROCESSES</i> <i>Making Journal Entries</i> <i>Viewing Procedures</i></p>
Expected Results:	The Viewing Procedures section displays in the online Library.

Concepts (continued)

Step 3	Select and read the following concepts in the online Library: <i>PHOENIX PROGRAM GENERAL LEDGER PROCESSES</i> <i>Making Journal Entries</i> <i>Viewing Procedures</i> <i>Journal Inquiry, Viewing</i>
Expected Results:	An overall understanding of how to inquire on journals

D. Exercises

Activity	Materials
	 

	<p>To prepare you to use PeopleSoft on the job effectively, there are two exercises that were developed:</p> <p>Exercise 1 - Inquiring on journals</p> <p>Exercise 2 - Inquiring on standard journals</p>
--	---

Exercise 1 – Inquiring On Journals

Scenario:

You must locate and inquire on an existing journal. You have the following information about the journal:

- the business unit is the Merit System
- the Ledger is ACTUALS
- the accounting period is period 11
- the source was a manual entry
- the purpose was to correct the posting of regular salary expenses to the wrong organization code
- the journal was posted

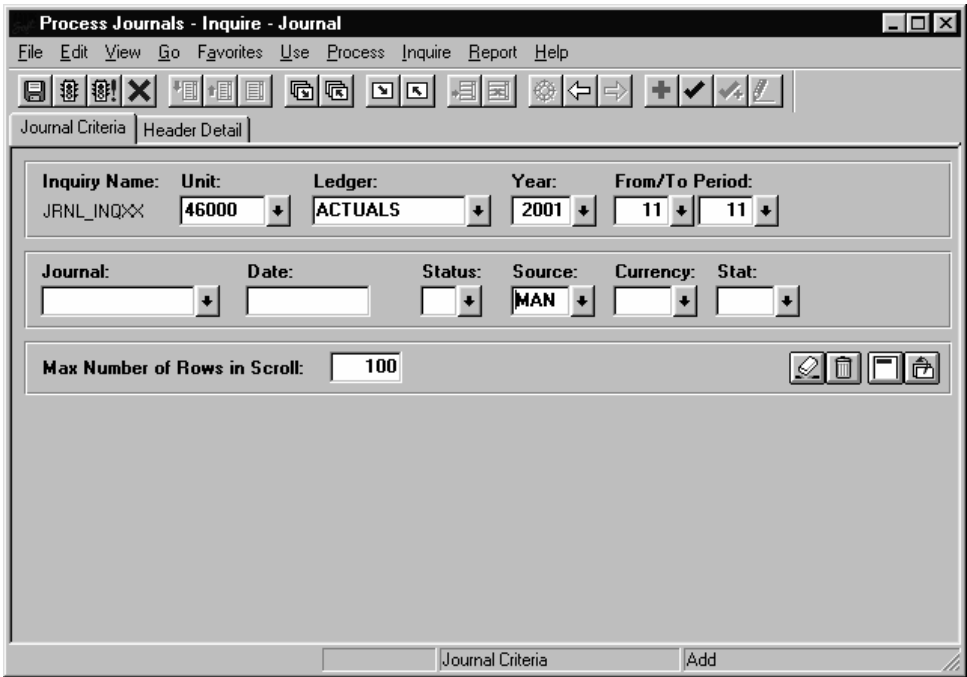
Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

Step 2	Access the Inquire Journal panel group. Select: Go → Process Financial Information → Process Journals → Inquire → Journal → Journal Criteria → Add
Expected Results:	A dialog box displays.


Step 3	Enter the following information: Inquiry Name: JRNL_INQXX (Replace XX with the number assigned to you by your Instructor) Click: OK
Expected Results:	The Journal Criteria panel displays.


Exercise 1 (continued)

Step 4	<p>Enter or select the following:</p> <p>Business Unit: 46000</p> <p>Ledger: ACTUALS</p> <p>Year: 2001</p> <p>From/To Period: 11 / 11</p> <p>Journal : (leave blank)</p> <p>Source: MAN</p> <p>Maximum Row: 100</p>
Expected Results:	The data is entered correctly.

Step 5	<p>Compare your Journal Criteria panel to the panel shown below:</p> 
Expected Results:	Proceed to the next step. If the panels do not match, review the steps and consult the Instructor.

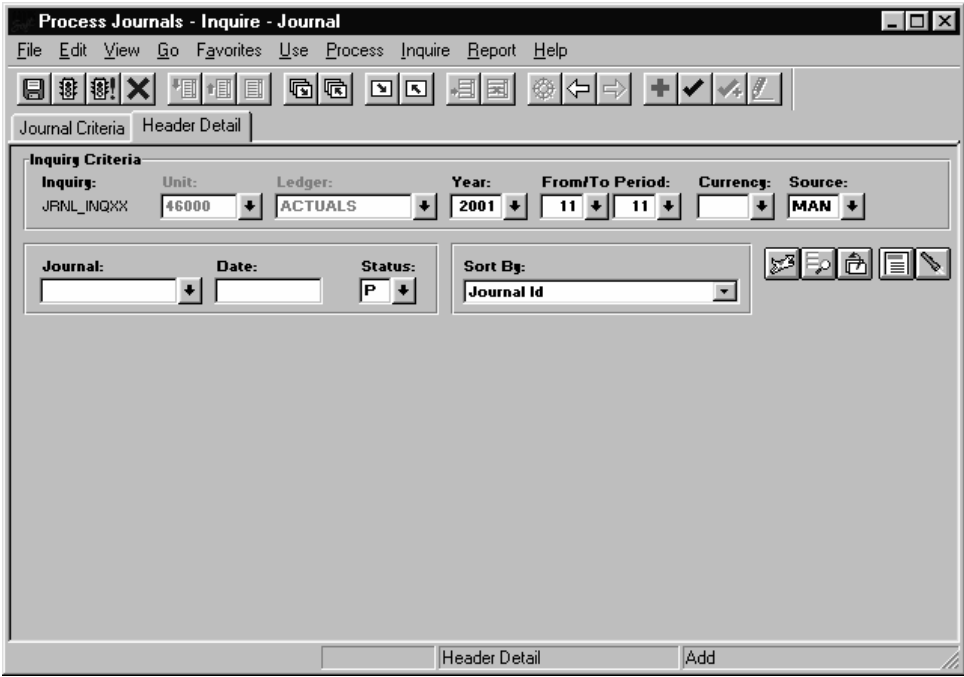
Exercise 1 (continued)


Step 6	Click  to save the new inquiry.
Expected Results:	The new inquiry is saved for future use.

Step 7	Press <F2> or click the Header Detail tab  .
Expected Results:	The Header Detail panel displays.

Step 8	Select the following criteria: Status: P Sort By: Journal ID
Expected Results:	If multiple journals are retrieved, the journals will display in Journal ID order.

Exercise 1 (continued)

Step 9	<p>Compare your Header Detail panel to the panel shown below:</p> 
Expected Results:	<p>Proceed to the next step. If the panels do not match, review the steps and consult the Instructor.</p>

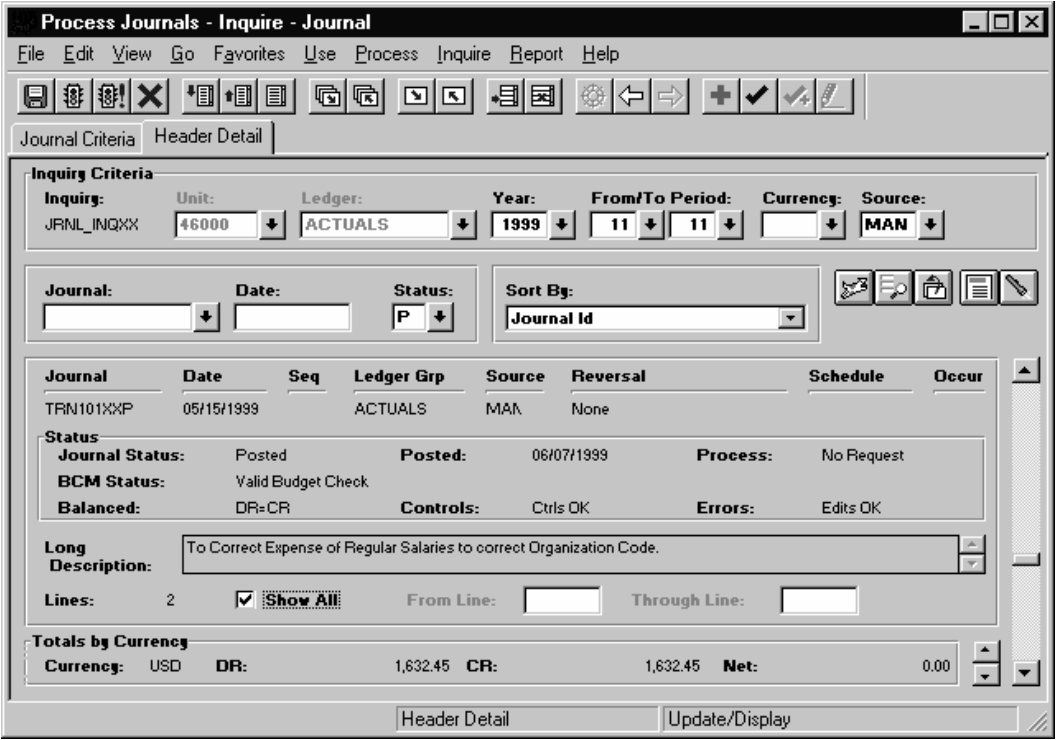
Step 10	<p>Click  to retrieve the header information for journals matching your criteria.</p>
Expected Results:	<p>The Journal Header data displays for the journals matching the criteria. If multiple journals match, then the scrollbar can be used to move between the displayed journals.</p>


Exercise 1 (continued)

Step 11	View the journal information by using the scrollbar to find the journal with: Long Description: “To Correct Expense of Regular Salaries to correct Organization Code” and a Journal ID: TRN101XXP (XX with the number assigned to you)
Expected Results:	Journal TRN101XXP is displayed.

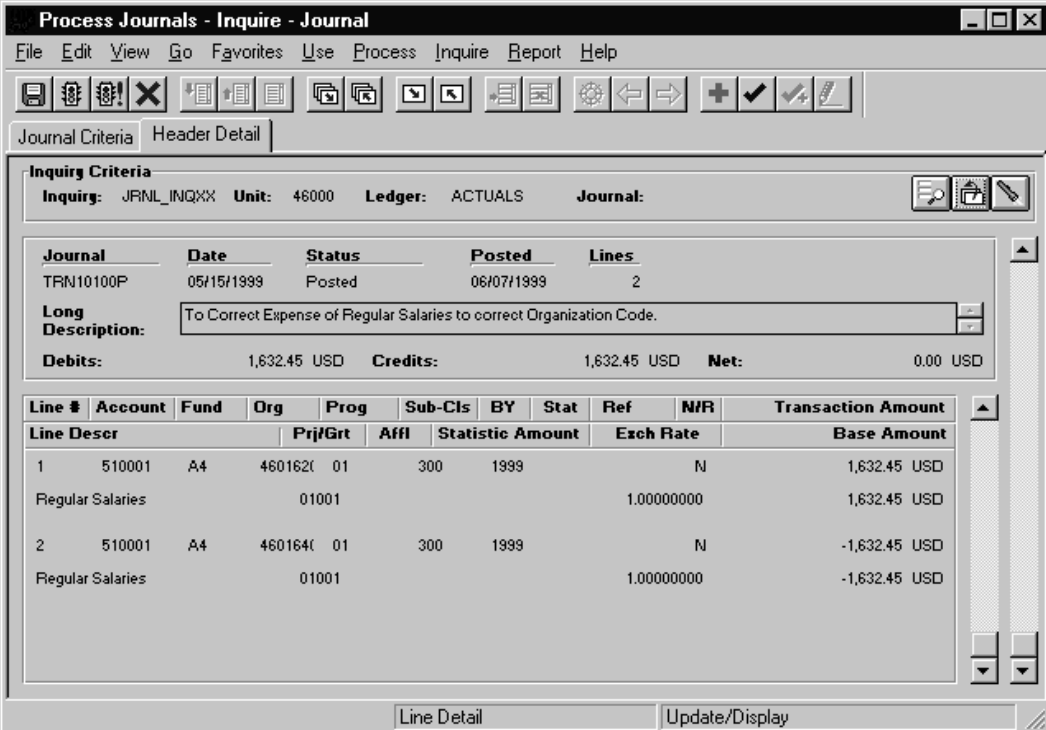
Step 12	Click the Show All checkbox <input checked="" type="checkbox"/> .
Expected Results:	The data is entered correctly.


Exercise 1 (continued)

Step 13	<p>Compare your Header Detail panel to the panel shown below:</p> 
Expected Results:	<p>Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>

Step 14	<p>Click the Show Journal Lines button  to display the journal lines.</p>
Expected Results:	<p>The Journal Lines display.</p>

Exercise 1 (continued)

<p>Step 15</p>	<p>Compare your Header Detail panel to the panel shown below:</p>  <p>Expected Results:</p>
	<p>Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>

<p>Step 16</p>	<p>Click  to close the panel.</p>
<p>Expected Results:</p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

Exercise 2 – Inquiring on Standard Journals

Scenario: You must ensure that a standard journal has been posted for the month being closed.

You have this information about the journal:

- the business unit is the Merit System
- the Ledger is ACTUALS
- the accounting period is period 11
- the source was a manual entry
- the purpose was to recognize depreciation in the GAAP Ledger

Step 1	Toggle to or logon to PeopleSoft.
Expected Results:	The PeopleSoft window displays.

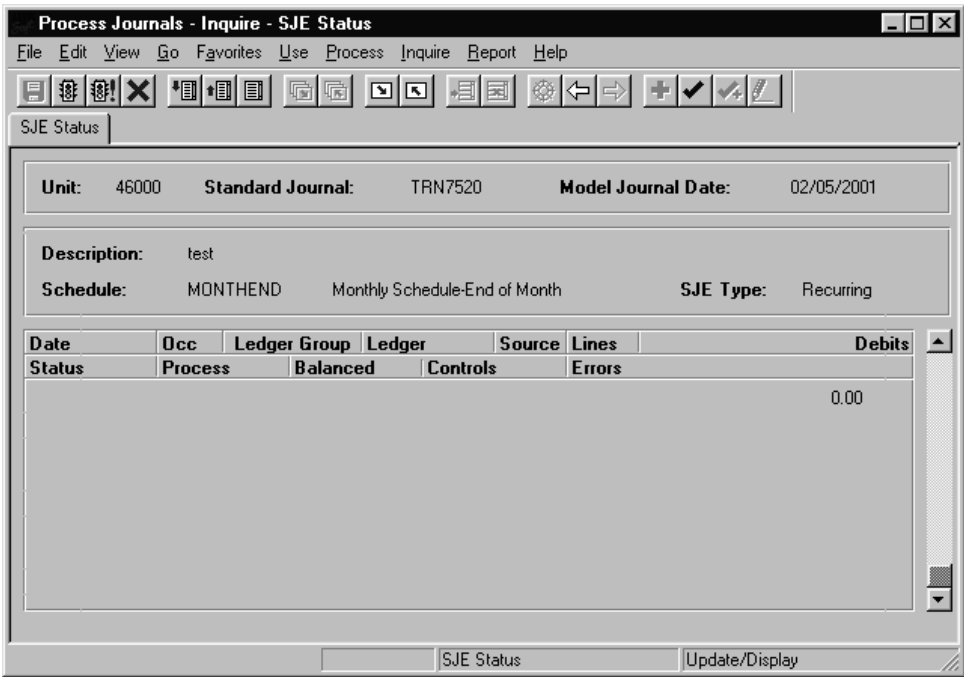

Step 2	Access the Standard Journal SJE Status panel. Select: Go → Process Financial Information → Process Journals → Inquire → SJE Status
Expected Results:	A dialog box displays.

Step 3	Enter or select the following information: Business Unit: 46000 Click: OK
Expected Results:	A list of standard journals displays.

Exercise 2 (continued)



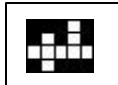
Step 4	<p>Compare your list box to the panel shown below.</p> <div><div>List</div><table><thead><tr><th>Unit</th><th>SJE ID</th><th>Descr</th><th>SJE Type</th></tr></thead><tbody><tr><td>46000</td><td>TRN2202</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4101</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4102</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4103</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4104</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4105</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4106</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4107</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4108</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4109</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4110</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4111</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4112</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr><tr><td>46000</td><td>TRN4113</td><td>Record Depreciation to GAAP Le</td><td>Recurring</td></tr></tbody></table><div><div>Select</div><div>Detail</div><div>Cancel</div></div></div>	Unit	SJE ID	Descr	SJE Type	46000	TRN2202	Record Depreciation to GAAP Le	Recurring	46000	TRN4101	Record Depreciation to GAAP Le	Recurring	46000	TRN4102	Record Depreciation to GAAP Le	Recurring	46000	TRN4103	Record Depreciation to GAAP Le	Recurring	46000	TRN4104	Record Depreciation to GAAP Le	Recurring	46000	TRN4105	Record Depreciation to GAAP Le	Recurring	46000	TRN4106	Record Depreciation to GAAP Le	Recurring	46000	TRN4107	Record Depreciation to GAAP Le	Recurring	46000	TRN4108	Record Depreciation to GAAP Le	Recurring	46000	TRN4109	Record Depreciation to GAAP Le	Recurring	46000	TRN4110	Record Depreciation to GAAP Le	Recurring	46000	TRN4111	Record Depreciation to GAAP Le	Recurring	46000	TRN4112	Record Depreciation to GAAP Le	Recurring	46000	TRN4113	Record Depreciation to GAAP Le	Recurring
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Expected Results:	<p>Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>																																																												
Step 5	<p>Select the standard journal from the displayed list.</p> <p>SJE ID: TRN41XX (XX with the number assigned to you)</p> <p>Click: Select</p>																																																												
Expected Results:	<p>The SJE Status panel displays.</p>																																																												

Exercise 2 (continued)

Step 6	<p>Compare your SJE Status panel to the panel shown below.</p> 
Expected Results:	<p>Proceed to the next step. If these elements do not match, review the steps and consult the Instructor.</p>
Step 7	<p>Click  to close the panel.</p>
Expected Results:	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

E. Summary and Review

Activity  LECTURE	Materials <div>   </div> <div> GUIDE REVIEW </div>
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Step 1	<p>Answer the following questions:</p> <ol style="list-style-type: none"> 1. When can standard journal statuses be viewed? 2. List three characteristics shown on the SJE Status Panel. <p>Answers:</p> <ol style="list-style-type: none"> 1. Only after the standard journal entry is created. 2. Ledger Group Schedule of occurrence Type of SJE (template or recurring)
Expected Results:	An understanding of the key concepts for inquiring on standard journals

Summary and Review (continued)

Step 2 (optional)	Participate in a review activity.
Expected Results:	Successful completion of the review activity.

Step 3	Objectives: <ol style="list-style-type: none">1. Inquire on journals2. Review journal lines on journals with any status
Expected Results:	Discussion of the objectives

Inquiring on Journals and Ledgers



Congratulations! You have just completed the Inquiring on Journals and Ledgers module. This module contains the tools needed to learn the concepts and procedures involved in inquiring on journals and ledgers.

Goal To acquire the skills and knowledge necessary to perform the procedures identified in the Inquiring on Journals and Ledgers section of the online Library

**Participant
Objectives**

You should be able to:

1. Enter selection criteria to identify journals for viewing
2. Review the journal information for all journal statuses
3. Enter selection criteria to identify summarized information maintained in ledgers
4. Specify a summary of ledger activity for inquiry
5. Review the ledger activity for various fiscal periods
6. Access the journals that are summarized in the ledgers
7. Access the journal lines containing detail journal entries